

**REPORT 978****AWARDS CONTROL - QAWARD**

PAYROLL

PURPOSE: To display and update employee awards data.

CONTENT: Selected employee awards data. User may modify local award check field.

SEQUENCE: N/A

COMMAND: NAO1585		NPPS AWARDS CONTROL - QAWARD						08/29/91 11:11:11		
SSN AAA AA AAAA	PAYBLK BB	FUNCT C	PAY DATE DD/DD/DD	LAST NAME EEEEEEEEEEEEEEEEEEEE	FIRST NAME FFFFFFFFFFFF	I G				
AWD 1 2 3	GROSS HHHHH.HH	FED IIIII.II	OASDI JJJJ.JJ	HIT KKKK.KK	STATE LLLL.LL	CITY MMMM.MM	COUNTY NNNN.NN	NET AWD OOOOO.OO		
TOT	PPPPP.PP	QQQQQ.QQ	RRRRR.RR	SSSSS.SS	TTTTT.TT	UUUUU.UU	VVVVV.VV	WWWWW.WW		
FUNCTIONS: N = NAME SEARCH R = RETRIEVE PF1 = HELP PF3 = PREV SCREEN PF5 = MAIN MENU PF12 = END										

- |   |                                |
|---|--------------------------------|
| A. SSN (User input; opt.)                                   | P. Total Award: Amount         |
| B. Pay Block  | Q. Total Fed Tax: Award B/W    |
| C. Function (User input)                                    | R. Total FICA: Award B/W       |
| D. Pay Data   | S. Total HIT: Award B/W        |
| E. Name: Last; If Function = N: (User input; opt.)          | T. Total State Tax: Award B/W  |
| F. Name: First If Function = N: (User input; opt.)          | U. Total City Tax: Award B/W   |
| G. Name: Middle Initial If Function = N: (User input; opt.) | V. Total County Tax: Award B/W |
| H. Award: Amount  | W. Total Award: Net Amount     |
| I. Federal Tax: Award B/W                                   |                                |
| J. FICA: Award B/W  |                                |
| K. HIT: Award B/W   |                                |
| L. State Tax: Award B/W                                     |                                |
| M. City Tax: Award B/W                                      |                                |

REPORT 106

PAYROLL CASH AWARDS REGISTER

PAYROLL

PURPOSE:

List employees receiving cash awards in current pay period.

CONTENT:

Details of current pay period cash awards by employee.

SEQUENCE:

By Center, Pay Block & SSN or Center, Pay Block & Employee Name

Totals By Center, Agency

REPORT NO: 106

SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974  
NASA PAYROLL AND PERSONNEL SYSTEM  
INSTALLATION NAME  
FACILITY NAME  
PAYROLL CASH AWARDS REGISTER  
PAY PERIOD A AS OF B

PAGE:  
DATE:  
TIME:

PB C

-----

SSN NAME

-----

D E

FICA & HIT Earnings

GOVT CONTR

PAY PLAN ORG

LOC F

AWD C NOAC

L

-----

F G H b C

I J K L d M f P N g Q

-----

GROSS FED STATE CITY COUNTY FICA HIT NET

-----

R S T U e V W X

h i

Y Z

PAY BLOCK TOTALS C

FICA & HIT Earnings

GOVT CONTR TOTALS

NO. AWARD CHECKS a

SUBJECT TO PRIVACY ACT OF 1974

See Next Page for Data Elements.

**PAYROLL CASH AWARDS REGISTER  
DATA ELEMENTS  
REPORT 106, 1/4**

- A. Pay Period
- B. Current Date
- C. Pay Block: Processing
- D. SSN
- E. Employee Name(Last, First, Mi, Gen)
- F. Pay Plan
- G. Organization: Assigned
- H. Award: Designated Agent Check
- I. Award: Amount
- J. Federal Tax: Award B/W
- K. State Tax: Award B/W
- L. City Tax: Award B/W
- M. FICA: Award B/W
- N. HIT: Award B/W
- O. Award: Net Amount
- P. Award: Current Gov FICA Cont
- Q. Award: Current HIT Gov Cont
- R. Total of I for Pay Block
- S. Total of J for Pay Block
- T. Total of K for Pay Block
- U. Total of L for Pay Block
- V. Total of M for Pay Block
- W. Total of N for Pay Block
- X. Total of O for Pay Block
- Y. Total of P for Pay Block
- Z. Total of Q for Pay Block
- a. Number of Employees with Awards in Pay Block
- b. Facility Code
- c. Award: NOAC
- d. County Tax: Award B/W
- e. Total of d for Pay Block
- f. Award: FICA Earning Amount
- g. Award: HIT Earning Amount
- h. Total of f for Pay Block
- i. Total of g for Pay Block

**SELECTION CRITERIA**

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Award: Amount Greater Than 0
- Facility Code Equals User Designated Facility Code if entered

REPORT 106

PAYROLL CASH AWARDS REGISTER - NON-PERSONNEL  
ACTION CASH AWARDS

PAYROLL

PURPOSE:

List recipients of Non-Personnel Action Cash Awards in the current pay period.

CONTENT:

Details of current pay period Non-Personnel Action Cash Awards by recipient.

SEQUENCE:

By Center, Award Recipient SSN Award Recipient Name (based on the secondary sort of the rest of the report) Totals by Center Agency.

REPORT NO: 106		SUBJECT TO PRIVACY ACT OF 1974								PAGE:
SEQUENCED BY:		NASA PAYROLL AND PERSONNEL SYSTEM								DATE:
		INSTALLATION NAME								TIME:
		FACILITY NAME								
		PAYROLL CASH AWARDS REGISTER								
		NON-PERSONNEL ACTION CASH AWARDS								
		AS OF MM/DD/YY								
SSN	NAME	AWD	ICB							
		TYP	CAT	GROSS	FED	STATE	CITY	FICA	HIT	NET
AAA-AA-AAAA	BB	C	D	EEEEEE.EE	FFFFFF.FF	GGGG.GG	HHHH.HH	IIII.II	KKKK.KK	MMMMMM.N
GOVT CONTR						NN		JJJJ.JJ	LLLL.LL	
AAA-AA-AAAA	BB	C	D	EEEEEE.EE	FFFFFF.FF	GGGG.GG	HHHH.HH	IIII.II	KKKK.KK	MMMMMM.N
GOVT CONTR						NN		JJJJ.JJ	LLLL.LL	
AAA-AA-AAAA	BB	C	D	EEEEEE.EE	FFFFFF.FF	GGGG.GG	HHHH.HH	IIII.II	KKKK.KK	MMMMMM.N
GOVT CONTR						NN		JJJJ.JJ	LLLL.LL	
SUBJECT TO PRIVACY ACT OF 1974										

- A. Award Recipient SSN

B. Award Recipient Name (Last, First, MI, Gen)

C. Award Type Code

D. Award ICB Category Code

E. Award Gross Amount

F. Award Federal Tax Deduction Amount

G. Award State Tax Deduction Amount

H. Award City Tax Deduction Amount

I. Award FICA Deduction Amount

J. Award FICA Government
- K. Award HIT Deduction Amount

L. Award HIT Government Contribution Amount

M. Award Net Amount

N. Award State Tax Code
- SELECTION CRITERIA:

Include all awards with the following criteria:

- Installation equals user designated center code

- Award Payment Date equals current pay date

**REPORT 106****PAYROLL CASH AWARDS REGISTER - CENTER TOTALS**

PAYROLL

PURPOSE: To provide a summary of current pay period cash awards for each NOAC by pay plan.

CONTENT: Details of current pay period cash awards for each pay plan.

SEQUENCE: By Center, Pay Plan, Totals by Center, Agency

REPORT NO: 106	NASA PAYROLL AND PERSONNEL SYSTEM							PAGE:	
SEQUENCE BY:	INSTALLATION NAME							DATE:	
	FACILITY NAME							TIME:	
	PAYROLL CASH AWARDS REGISTER								
	PAY PERIOD A AS OF B								
	PAYPLAN	NOAC	GROSS	FED	STATE	CITY	FICA	HIT	NET
GOVT CONTR TOTALS	C	X	D	E	F	G	H	I	J
NO. AWARDS CHECKS=>	M						K	L	
EMPLOYEE TOTALS			N	O	P	Q	R	S	T
GOVT CONTR TOTALS							U	V	
NO. AWARDS CHECKS	W	Y							

See Next Page for Data Elements.

**PAYROLL CASH AWARDS REGISTER  
DATA ELEMENTS  
REPORT 106, 2/4**

- A. Pay Period
- B. Current Date
- C. Pay Plan
- D. Total Award Amount (for Pay Plan)
- E. Total Federal Tax: Award B/W (for Pay Plan)
- F. Total State Tax: Award B/W (for Pay Plan)
- G. Total City Tax: Award B/W (for Pay Plan)
- H. Total FICA: Award B/W (for Pay Plan)
- I. Total HIT: Award B/W (for Pay Plan)
- J. Total Award: Net Amount (for Pay Plan)
- K. Total Award: Current Gov FICA Cont (for Pay Plan)
- L. Total Award: Current HIT Gov Cont (for Pay Plan)
- M. Number of Award Checks for Pay Plan
- N. Total of D for the Center
- O. Total of E for the Center
- P. Total of F for the Center
- Q. Total of G for the Center
- R. Total of H for the Center
- S. Total of I for the Center
- T. Total of J for the Center
- U. Total of K for the Center
- V. Total of L for the Center
- W. Total Number of Award Checks
- X. Total Award Amount (for Pay Plan) by NOAC Name (table look-up)
- Y. Total of X for the Center

**SELECTION CRITERIA**

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Award: Amount Greater Than 0
- Facility Code Equals UserDesignated Facility Code if entered

**REPORT 106****PAYROLL CASH AWARDS REGISTER - STATE TAX SUMMARY**

PAYROLL

PURPOSE: To provide a summary of current pay period cash awards by state.

CONTENT: Details of current cash awards by state.

SEQUENCE: By Center, State, Totals by Center, Agency.

REPORT NO: 106	NASA PAYROLL AND PERSONNEL SYSTEM	PAGE:
SEQUENCED BY:	INSTALLATION NAME	DATE:
	FACILITY NAME	TIME:
	PAYROLL CASH AWARDS REGISTER	
	PAY PERIOD A AS OF B	
	CASH AWARDS STATE TAX SUMMARY	
	STATE WAGES STATE TAX	
	C D E	
	.	.
	.	.
	.	.
	.	.
	.	.
	.	.
	.	.
	-----	
	F G	

- A. Pay Period  
B. Current Date  
C. Local Tax Entity: Code (State)  
D. Award: Amount (State Total) +  
Award Gross Amount (State Total)  
E. State Tax Award B/W: Total +  
Award State Tax Deduction Amount  
(Total)  
F. Total of all Award Amounts  
G. Total of all State Tax Withheld

- SELECTION CRITERIA:  
Includes all employees with the following  
criteria:
- Installation Code equal User  
Designated Center Code
  - Award: Amount greater than 0
  - Facility Code equals User Designated  
Facility Code if entered
  - Award Payment Date equals current  
pay date

**REPORT 106      PAYROLL CASH AWARDS REGISTER - CITY TAX SUMMARY      PAYROLL**

**PURPOSE:**      To provide a summary of current pay period cash awards by city taxing entity.

**CONTENT:**      Details of current cash awards by city.

**SEQUENCE:**      By Center. City . Totals by Center. Agency.

REPORT NO: 106	NASA PAYROLL AND PERSONNEL SYSTEM			PAGE:
SEQUENCED BY:	INSTALLATION NAME			DATE:
	FACILITY NAME			TIME:
	PAYROLL CASH AWARDS REGISTER			
	PAY PERIOD	A	AS OF	B
	CASH AWARDS CITY TAX SUMMARY			
	CITY	WAGES	CITY TAX	
	C	D	E	
	.	.	.	
	.	.	.	
	.	.	.	
	.	.	.	
	.	.	.	
	.	.	.	
	.	.	.	
	.	.	.	
	-----			
		F	G	

- A. Pay Period

B. Current Date

C. Local Tax Entity: Code (City Name)

D. Award: Amount (City Total) +  
Award Gross Amount (City Total)

E. City Tax Award BW: Total + Award  
City Tax Deduction Amount (Total)

F. Total of all Award Amounts

G. Total of all City Tax Withheld
- SELECTION CRITERIA:**  
Includes all employees with the following criteria:

  - Installation Code equal User Designated Center Code
  - Award: Amount greater than 0
  - Facility Code equals User Designated Facility Code if entered
  - Award Payment Date equals current pay date



**REPORT 108****PAYROLL AWARDS HISTORY****PAYROLL**

**PURPOSE:** To provide a listing of Awards received in the current pay year.

**CONTENT:** All recipients of awards for the calendar year.

**SEQUENCE:** Pay block and name or Pay block and SSN

REPORT NO: NAB108		SUBJECT TO PRIVACY ACT OF 1974										PAGE:		
SEQUENCED BY: PB & SSN		NASA PAYROLL AND PERSONNEL SYSTEM										DATE:		
		INSTALLATION NAME										TIME:		
		FACILITY NAME												
		PAYROLL AWARDS HISTORY FOR 1991												
PB	SSN	EMPLOYEE	NAME				ORG CODE	PAY DATE						
		PAY PRD	GROSS AWD AMT		FED WH		OASDI WH	HIT WH	STATE WH	CITY WH	COUNTY WH	NET AWD AMT		
A	B	C	D	E	F		G	H	I	J	K	L	M	N
PAY BLOCK TOTALS				e	f		h	j	k	l	m	n		
GRAND TOTALS														
TOTAL OF														
ALL PAY BLOCKS				P	Q		R	S	T	U	V	W		

SUBJECT TO PRIVACY ACT OF 1974

A. Pay Block Processing

B. SSN

C. Name (Last, First, MI)

D. Pay period number

E. Award: Earnings

F. Award: Fed Tax DED

G. Organization: Assigned

H. Award: FICA Deduction

I. Pay Date

J. Award: HIT Deduction

K. Award: State Tax DED

L. Award: City Tax DED

M. Award: County Tax DED

N. Award: Net Earnings

e. Pay Block Total of E

f. Pay Block Total of F

h. Pay Block Total of H

j. Pay Block Total of J

k. Pay Block Total of K

l. Pay Block Total of L

m. Pay Block Total of M

n. Pay Block Total of N

## PAYROLL

SEQUENCE: Pay block and name or Pay block and SSN

- A. Pay Block: Processing
- B. SSN
- F. Name (Last, First, MI)
- C. Donated AI: Reason Code
- D. Donated AI: Current Given
- E. Donated AI: Received B/W
- G. Pay Cntl: Pay Period

## REPORT 111

## PERMANENT CHANGE OF STATION

## PAYROLL

PURPOSE: To aid in the reconciliation of the quarterly tax reports and the FORM 4782 provided to each employee at the end of the tax year.

CONTENT: All employees with current or YTD PCS data.

SEQUENCE: Selective by Center, SSN, Pay Block and SSN, or Name, Totals by Center, Agency.

REPORT NO: 111	SUBJECT TO PRIVACY ACT OF 1974												PAGE:
SEQUENCED BY:	NASA PERSONNEL AND PAYROLL SYSTEM												DATE:
	INSTALLATION NAME												TIME:
	PERMANENT CHANGE OF STATION REPORT												
	AS OF MM/DD/YY												
	END OF QUARTER *d REPORT**												
PCS EARNINGS SUBJECT TO TAX													
PCS WITHHOLDINGS													
EARNINGS													
PB	SSN/NAME	NOT SUBJ	FEDERAL	FICA	STATE	CITY	HIT	FEDERAL	HIT	FICA	STATE	CITY	COUNTRY
		CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD	CUR/YTD
					QTD	QTD					QTD	QTD	QTD
AA	BBBBBBBBB	CCCCC.CC	EEEE.EE	ZZZZ.ZZ	GGGG.GG	IIII.II	*BBB.BB	MMMM.MM	OOOO.OO	QQQQ.QQ	SSSS.SS	UUUU.UU	WWWW.WW
		DDDD.DD	FFFF.FF	*AAA.AA	HHHH.HH	JJJJ.JJ	*CCC.CC	NNNN.NN	PPPP.PP	RRRR.RR	TTTT.TT	VVVV.VV	XXXX.XX
					*DDD.DD	*EEE.EE					*FFF.FF	*GGG.GG	*HHH.HH
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYY													
AA	BBBBBBBBB	CCCCC.CC	EEEE.EE	ZZZZ.ZZ	GGGG.GG	IIII.II	*BBB.BB	MMMM.MM	OOOO.OO	QQQQ.QQ	SSSS.SS	UUUU.UU	WWWW.WW
		DDDD.DD	FFFF.FF	*AAA.AA	HHHH.HH	JJJJ.JJ	*CCC.CC	NNNN.NN	PPPP.PP	RRRR.RR	TTTT.TT	VVVV.VV	XXXX.XX
					*DDD.DD	*EEE.EE					*FFF.FF	*GGG.GG	*HHH.HH
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYY													
AA	BBBBBBBBB	CCCCC.CC	EEEE.EE	ZZZZ.ZZ	GGGG.GG	IIII.II	*BBB.BB	MMMM.MM	OOOO.OO	QQQQ.QQ	SSSS.SS	UUUU.UU	WWWW.WW
		DDDD.DD	FFFF.FF	*AAA.AA	HHHH.HH	JJJJ.JJ	*CCC.CC	NNNN.NN	PPPP.PP	RRRR.RR	TTTT.TT	VVVV.VV	XXXX.XX
					*DDD.DD	*EEE.EE					*FFF.FF	*GGG.GG	*HHH.HH
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYY													
CENTER TOTALS													
CURRENT	aaaaaa.aa		cccccc.cc		eeeeee.ee		gggggg.gg		iiiii.ii		kkkkkk.kk		
		bbbbbb.bb		ddddd.dd		ffffff.ff		hhhhh.hh		jjjjjj.jj		llllll.ll	
YTD	mmmmmmmm.mm		oooooooo.oo		qqqqqqqq.qq		ssssssss.ss		uuuuuuuu.uu		wwwwwww.w		
		nnnnnnnn.nn		pppppppp.pp		rrrrrrrr.rr		tttttttt.tt		vvvvvvvv.vv		xxxxxxxxxx.xx	
QTD					zzzzzzzz.zz						*bbbbbb.bb		
					yyyyyy.yy						*aaaaaa.aa		*cccccc.cc
SUBJECT TO PRIVACY ACT OF 1974													

See Next Page for Data Elements.

**PERMANENT CHANGE OF STATION  
DATA ELEMENTS  
REPORT 111**

A.	Pay Block: Processing	e.	Sum of I
B.	SSN	f.	Sum of *B
C.	PCS: Earnings Not Subj Fed Tax	g.	Sum of M
D.	PCS: Earnings Not Subj Tax YTD	h.	Sum of O
E.	PCS: Earnings Subj Fed Tax	i.	Sum of Q
F.	PCS: Erngs Subj Fed Tax YTD	j.	Sum of S
G.	PCS: State Cur Earn	k.	Sum of U
H.	PCS: Erngs Subj State Tax YTD	l.	Sum of W
I.	PCS: City Cur Earn	m.	Sum of D
J.	PCS: Erngs Subj City Tax YTD	n.	Sum of F
M.	PCS: Federal Tax Withheld	o.	Sum of *A
N.	PCS: Federal Tax Withheld YTD	p.	Sum of H
O.	PCS: HIT	q.	Sum of J
P.	PCS: HIT Withheld YTD	r.	Sum of *C
Q.	PCS: FICA	s.	Sum of N
R.	PCS: FICA Withheld YTD	t.	Sum of P
S.	PCS: State Tax Withheld	u.	Sum of R
T.	PCS: State Tax Withheld YTD	v.	Sum of T
U.	PCS: City Tax Withheld	w.	Sum of V
V.	PCS: City Tax Withheld YTD	x.	Sum of X
W.	PCS: County Tax Withheld	y.	Sum of *D
X.	PCS: County Tax Withheld YTD	z.	Sum of *E
Y.	PCS: Employee Name(Last, First, MI, Gen)	*a.	Sum of *F
Z.	PCS: FICA Earnings Subj Tax	*b.	Sum of *G
*A.	PCS: FICA Erngs Subj Tax YTD	*c.	Sum of *H
*B.	PCS: Earnings HIT Cur Amount	*d.	Pay Cntl: Tax Quarter
*C.	PCS: Earnings HIT YTD Amount		
*D.	PCS: Erngs Subj State Tax QTD		
*E.	PCS: Erngs Subj City Tax QTD		
*F.	PCS: State Tax Withheld QTD		
*G.	PCS: City Tax Withheld QTD		
*H.	PCS: County Tax Withheld QTD		
a.	Sum of C		
b.	Sum of E		
c.	Sum of Z		
d.	Sum of G		

**SELECTION CRITERIA:**

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Any of the above fields not equal 0.00

\*\* This will only appear when the value of Pay Cntl:  
Tax Quarter is 1, 2, 3, or 4

## REPORT 112

## MASSCFC SUSPENSE RECONCILIATION

## PAYROLL

**PURPOSE:** To provide an audit trail of all suspended MASSCFC transactions that have not matured to aid in the CFC reconciliation process.

CONTENT: All suspended Payroll MASSCFC transactions.

SEQUENCE: By Effective Date, Sequence

[illegible]

- A. Effective Date
- B. Sequence Number (assigned when action suspended)
- C. SSN
- D. Employee Name (Last, First, MI, Gen)
- E. CFC: Agency Code
- F. CFC: Requested Deduction
- G. Total of F

SELECTION CRITERIA:

- Installation Code equals user designated center code
- All pending MASSCFC suspended transactions

REPORT 109

PURPOSE:

CONTENT:

SEQUENCE:

DONATED ANNUAL LEAVE FOR HISTORY

To provide a listing of all donated annual leave for the requested year.

All recipients of donated annual leave.

Pay block and name or pay block and SSN

PAYROLL

REPORT NO: NAB109  
SEQUENCED BY: PB & SSN

SUBJECT TO PRIVACY ACT OF 1974  
NASA PAYROLL AND PERSONNEL SYSTEM  
INSTALLATION NAME  
FACILITY NAME  
DONATED ANNUAL LEAVE FOR 1111

PAGE:  
DATE:  
TIME:

PB	SSN	EMPLOYEE NAME	REASON	EFF DATE	LV PRD	PYCO	RECEIVED	USED	RETURNED	YTD BALANCE
A	B	C	D	E	F	G	H	I	J	K

PAY BLOCK TOTALS

GRAND TOTAL

g

h

i

j

k

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block Processing

B. SSN

C. Employee Name (Last, First, MI)

D. Donated AI: Reason Code

E. Donated AI: Effective Date

F. Leave Period Number

G. Donated AI: PYCO Hist

H. Donated AI: Received B/W Hist

I. Donated AI: Used B/W Hist

J. Donated AI: DONAT-RETURN  
BW HIST

K. Donated AI: Bal Available

g. Pay Block and Grand Total of G

h. Pay Block and Grand Total of H
- i. Pay Block and Grand Total of I

j. Pay Block and Grand Total of J

k. Pay Block and Grand Total of K

l. Year input by user
- SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equal user designated center code

- Pay Ending Date falls within user specified leave year

- G, H, I, J, or K not = 0

**REPORT 508****SOCIAL SECURITY TAPE - "S" RECORD STATISTICS**

PAYROLL

**PURPOSE:** To provide summary of the "S" records for state/local tax entities contained on the tape. An "S" record is created for each employee for each taxing entity (state and local).

**CONTENT:** Summaries of selected data included on the Social Security tape.

**SEQUENCE:** Order of occurrence

REPORT NO: 508		NASA PAYROLL AND PERSONNEL SYSTEM				12/12/91	
		INSTALLATION NAME				PAGE 1	
SOCIAL SECURITY TAPE - S RECORD STATISTICS FOR YYYY							

REPORT 425

SEMIANNUAL PAYROLL SAVINGS PLAN - BONDS REPORT

PAYROLL

PURPOSE:

To provide the U.S. Treasury with a semiannual report of total amount allotted through payroll savings plan for the purchase of U.S. savings bonds.

CONTENT:

All employees

SEQUENCE:

N/A

REPORT NO: 425	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCED BY :	INSTALLATION NAME	DATE:
	SEMIANNUAL PAYROLL SAVINGS PLAN - BONDS	TIME:
	AS OF XX/XX/XX	
	SEMIANNUAL PERIOD ENDING: AA/AA/AA	
TO:	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	
	WASHINGTON, DC 20546	
	ATTENTION: CODE BFB	
FROM:	BB	
	(INSTALLATION)	
1.	FIRST DATE OF FIRST PAY PERIOD ENDING IN SEMIANNUAL PERIOD . . . . .	CC/CC/CC
2.	ENDING DATE OF LAST PAY PERIOD ENDING IN SEMIANNUAL PERIOD . . . . .	DD/DD/DD
3.	NUMBER OF FULL TIME, PERMANENT EMPLOYEES ON PAYROLL AT THE END OF THE SEMIANNUAL PERIOD . . .	EEEE
4.	NUMBER OF EMPLOYEES PARTICIPATING (AT END OF SEMIANNUAL PERIOD) . . . . .	FFFF
5.	PERCENTAGE OF EMPLOYEES PARTICIPATING (ITEM 4 DIVIDED BY ITEM 3) . . . . .	GGGG.GG
6.	AMOUNT ALLOTTED ON PAYROLLS (DURING SEMIANNUAL PERIOD) . . . . .	HHH,HHH,HHH.HH
-----		
DATE		REPORTING OFFICIAL

- A. Requested reporting period (March 31 or September 30 of the current year)

B. The Installation name

C. Pay period beginning date of the First pay period ending in the requested reporting period

D. Pay Period Ending Date Hist (pay period ending date of the last pay period ending the requested reporting period)

E. Number of full time/permanent employees on the payroll at the end
- of the reporting period (work schedule= F, Reactivation Indicator not= 3)

F. Number of full time/permanent employees on the payroll at the end of the reporting period having a bond enrollment

G. (E / D) \* 100%

H. Total (Bond: B/W HIST-Bond Refund: B/W Hist) for the requested reported period
- SELECTION CRITERIA:

Include all employees with the following criteria:

- Installation code equals user designated center code

- The most recent full semi-annual (6 months) reporting data on the payroll history file will be reported. The ending pay period must be in history for the semi-annual period to be reported.

- Pay Period Ending Date Hist is within the reporting period





**REPORT 818****FUND SOURCE 1 REPORT****PAYROLL****PURPOSE:**

The purpose of this report is to provide information related to the expenditure of Fund Source 1 dollars and man-hours during the current pay period as well as the current FTE Fiscal Year to date. This information is needed by budget and manpower analysts for reporting actuals and for making projections in order to manage both the budget and the manpower allocations. The FTE Fiscal Year is defined as beginning with the pay period covering the first of October and ending with the accumulation of 26 pay periods thereafter. When run for Fiscal Year 1995, the start date will be 10/2 instead of 10/1.

The ability of this report to meet the purpose intended by the user community is limited as follows: Adjustments are made by payroll to the current pay period due to changes in prior pay periods (prior pay periods are not adjusted--NPPS does not support retroactive processing). These adjustments can be for prior fiscal years. Identification of which prior pay period caused the adjustment is not available. Only those data elements that affect the employees' pay or benefits or those elements that are essential to payroll for other accounting are adjusted. In some cases, only accumulated elements are adjusted. Payroll elements are accumulated for the leave year or the pay year, according to payroll needs, and are never accumulated for the FTE fiscal year; therefore, the accumulated data cannot be used for this report, and accumulating the biweekly pay period data will not include the adjustments. Example: LWOP: Used B/W, which is used in several lines to accumulate LWOP hours. Payroll makes adjustments to accumulated LWOP data fields, never to the LWOP: Used B/W field. Another problem in the use of the biweekly LWOP data exists because NPPS does not accommodate partial pay periods for other than new hires and terminations that have matured. When an employee is hired, is terminating, or is changing from PT to FT or vice versa, and the action has not matured from personnel by the time payroll must complete the time & attendance information, the pay period will have as many LWOP hours as needed to make the period hours equal 80. These LWOP: Used B/W hours are never changed; only the accumulated LWOP hours are adjusted in the next pay period.

Other limits to its usefulness include (1) if an active NASA employee is not paid through NPPS; i.e., employee is located out of the country and is paid through the State Department, the report reflects employee as LWOP, specifically showing up as "employees not paid" and "Incidental LWOP," and (2) since a lot of the items in the report are specific-NOAC driven, the use of a 991 NOAC to change personnel fields that affect lines and columns is a problem. For example, if a 991 NOAC is processed to correct position type (to a value that crosses columns) in a different pay period from the original action, the B/W report which should reflect the original action will be wrong. If the personnel actions history is corrected, however, the YTD report will be correct.

The FUND SOURCE 1 report can be produced for different time periods--biweekly or FTE YEAR-TO-DATE and within the selected time period for different populations: CSRS only, FERS only, OTHER than CSRS/FERS, and total of all employees. The default is BIWEEKLY for all employees. The FTE report is always for all employees. Use a heading of BIWEEKLY FOR the current pay period or FTE YEAR-TO-DATE for the entire pay year; and display the pay period dates and number.

**CONTENT:**

Actual costs for Fund Source 1.

**SEQUENCE:**

By Center

See Next Pages for Report Layouts.

**REPORT 818      FUND SOURCE 1 REPORT (PAGE 1 OF 4)**

PAYROLL

REPORT NO 818	NASA PERSONNEL AND PAYROLL SYSTEM				
PAGE 1	INSTALLATION NAME				
DATE					
TIME					
FUND SOURCE 1 REPORT FOR PAY PERIOD XX FROM MM/DD/YYYY TO MM/DD/YYYY					
BIWEEKLY FOR: 1)CSRS ONLY 2)FERS ONLY 3)OTHER THAN CSRS/FERS 4)ALL EMPLOYEES					
(X INDICATES POPULATION COMPONENT) 5)ORGANIZATION INCLUDED: OR EXCLUDED:					
FULL TIME PERMANENTS					
	SES	GS/GM	WAGE	OTHER	TOTAL
EMPLOYEES PAID	* 1	1	1	1	1
EMPLOYEES NOT PAID	* 2	2	2	2	2
BASE HOURS	3	3	3	3	3
GROSS BASE EARNINGS	4	4	4	4	4
OVERTIME HOURS	5	5	5	5	5
OVERTIME DOLLARS	6	6	6	6	6
HOLIDAY HOURS	63	63	63	63	63
HOLIDAY DOLLARS	64	64	64	64	64
AVAILABILITY PAY DOLLARS	65	65	65	65	65
LUMP SUM PAY COUNT	7	7	7	7	7
LUMP SUM PAY DOLLARS	8	8	8	8	8
DIFFERENTIALS	9	9	9	9	9
MERIT PAY CASH AWARDS	10	10	10	10	10
SES BONUSES	11	11	11	11	11
ALL OTHER CASH AWARDS	12	12	12	12	12
RECRUITMENT BONUS	13	13	13	13	13
RELOCATION BONUS	14	14	14	14	14
RETENTION ALLOWANCE	15	15	15	15	15
SEVERANCE PAY	16	16	16	16	16
BENEFITS,NASA COST:					
TSP	17	17	17	17	17
FEGLI	18	18	18	18	18
FEHB	19	19	19	19	19
CSRS	20	20	20	20	20
FERS	21	21	21	21	21
FICA	22	22	22	22	22
HIT	23	23	23	23	23
SALARY OFFSET,	24	24	24	24	24
REEMPL ANNUITANTS					
SUBTOTAL OF BENEFITS	25	25	25	25	25
TOTAL FSI,OC	26	26	26	26	26
11 TO 17, W/O PCS					
ALL LWOP HOURS (E&I)	27	27	27	27	27
ALL LWOP DOLLARS (E&I)	28	28	28	28	28

**REPORT 818      FUND SOURCE 1 REPORT (PAGE 2 OF 4)**

PAYROLL

REPORT NO 818		NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME							PAGE 2 DATE TIME
TOTAL OF	OTHER THAN FTP		TEMP &	NON-CEILING					ALL
EMPLOYEES	PT-PERM	SUMMER	OTHER	INTERMITTENT	TOTAL	COOP	OTHER	TOTAL	
EMPLOYEES PAID 1	1	1	1	1	1	1	1	1	
EMPLOYEES NOT PAID 2	2	2	2	2	2	2	2	2	
BASE HOURS 3	3	3	3	3	3	3	3	3	
GROSS BASE EARNINGS 4	4	4	4	4	4	4	4	4	
OVERTIME HOURS 5	5	5	5	5	5	5	5	5	
OVERTIME DOLLARS 6	6	6	6	6	6	6	6	6	
HOLIDAY HOURS 63	63	63	63	63	63	63	63	63	
HOLIDAY DOLLARS 64	64	64	64	64	64	64	64	64	
AVAIL PAY DOLLARS 65	65	65	65	65	65	65	65	65	
LUMP SUM PAY COUNT 7	7	7	7	7	7	7	7	7	
LUMP SUM PAY DOLLARS 8	8	8	8	8	8	8	8	8	
DIFFERENTIALS 9	9	9	9	9	9	9	9	9	
MERIT PAY CASH AWARDS 10	10	10	10	10	10	10	10	10	
SES BONUSES 11	11	11	11	11	11	11	11	11	
ALL OTHER CASH AWARDS 12	12	12	12	12	12	12	12	12	
RECRUITMENT BONUS 13	13	13	13	13	13	13	13	13	
RELOCATION BONUS 14	14	14	14	14	14	14	14	14	
RETENTION ALLOWANCE 15	15	15	15	15	15	15	15	15	
SEVERANCE PAY 16	16	16	16	16	16	16	16	16	
BENEFITS,NASA COST:									
TSP 17	17	17	17	17	17	17	17	17	
FEGLI 18	18	18	18	18	18	18	18	18	
FEHB 19	19	19	19	19	19	19	19	19	
CSRS 20	20	20	20	20	20	20	20	20	
FERS 21	21	21	21	21	21	21	21	21	
FICA 22	22	22	22	22	22	22	22	22	
HIT 23	23	23	23	23	23	23	23	23	
SALARY OFFSET, 24	24	24	24	24	24	24	24	24	
REEMPL ANNUITANTS									
SUBTOTAL OF BENEFITS 25	25	25	25	25	25	25	25	25	
TOTAL FS1,OC 26	26	26	26	26	26	26	26	26	
11 TO 17, W/O PCS									
ALL LWOP HOURS (E&I) 27	27	27	27	27	27	27	27	27	
ALL LWOP DOLLARS (E&I) 28	28	28	28	28	28	28	28	28	

## REPORT 818 FUND SOURCE 1 REPORT (PAGE 3 OF 4)

PAYROLL

REPORT NO 818		NASA PERSONNEL AND PAYROLL SYSTEM			
PAGE 3		INSTALLATION NAME			
DATE					
TIME					
FUNDS SOURCE 1 REPORT FOR PAY PERIOD XX		FROM MM/DD/YYYY TO MM/DD/YYYY			
PERSONNEL ACTIONS COUNTS AND COSTS					
	FULL-TIME PERMANENTS				
	SES	GS/GM	WAGE	OTHER	TOTAL
WIG ACTIONS	29	29	29	29	29
WIG DOLLARS	30	30	30	30	30
QSI ACTIONS	31	31	31	31	31
QSI DOLLARS	32	32	32	32	32
PROMOTION ACTIONS	33	33	33	33	33
PROMOTION DOLLARS	34	34	34	34	34
CURR OPT RET ELIG B/W	37	37	37	37	37
ANNUAL LEAVE BALANCE B/W	38	38	38	38	38
LUMP SUM LIABILITY B/W	39	39	39	39	39
NASA NEW HIRES	40	40	40	40	40
NASA NEW HIRES SALARIES	* 41	41	41	41	41
INTERCENTER TRANSFERS	42	42	42	42	42
INTERCENTER TRANSFERS SALARIES	* 43	43	43	43	43
COOP CONVERSION TO FTP ACTIONS	44	44	44	44	44
COOP CONVERSION TO FTP SALARIES	* 45	45	45	45	45
OTHER CONVERSIONS TO FTP ACTIONS	66	66	66	66	66
OTHER CONVERSIONS TO FTP SALARIES	67	67	67	67	67
TOTAL GAINS ABOVE	46	46	46	46	46
TOTAL SALARIES GAINS	* 47	47	47	47	47
RETIREMENTS (ALL)	48	48	48	48	48
RETIREE SALARIES (Incl. Lump Sum Costs)	* 49	49	49	49	49
INTERCENTER TRANSFERS	50	50	50	50	50
INTERCENTER TRANSFER SALARIES	* 51	51	51	51	51
CONVERSION FROM FTP ACTIONS	68	68	68	68	68
CONVERSION FROM FTP SALARIES	69	69	69	69	69
OTHER SEPARATIONS	52	52	52	52	52
OTHER SEPARATIONS SALARIES	* 53	53	53	53	53
TOTAL LOSSES	54	54	54	54	54
TOTAL SALARY LOSSES	* 55	55	55	55	55
RETURN-TO-DUTY ACTIONS	56	56	56	56	56
RTD SALARIES	* 57	57	57	57	57
EXTENDED LWOP ACTIONS	58	58	58	58	58
EXTENDED LWOP HOURS	59	59	59	59	59
EXTENDED LWOP DOLLARS	60	60	60	60	60
INCIDENTAL LWOP HOURS	61	61	61	61	61
INCIDENTAL LWOP DOLLARS	62	62	62	62	62

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**REPORT 818**

**FUND SOURCE 1 REPORT (PAGE 4 OF 4)**

PAYROLL

REPORT NO 818	NASA PERSONNEL AND PAYROLL SYSTEM							PAGE 4
	INSTALLATION NAME							DATE
								TIME
TOTAL OF	OTHER THAN FTP		TEMP &			NON-CEILING		
EMPLOYEES	PT-PERM	SUMMER	OTHER	INTERMITTENT	TOTAL	COOP	OTHER	TOTAL ALL
WIG ACTIONS 29	29	29	29	29	29	29	29	29
WIG DOLLARS 30	30	30	30	30	30	30	30	30
QSI ACTIONS 31	31	31	31	31	31	31	31	31
QSI DOLLARS 32	32	32	32	32	32	32	32	32
PROMOTION ACTIONS 33	33	33	33	33	33	33	33	33
PROMOTION DOLLARS 34	34	34	34	34	34	34	34	34
CUR OPT RET ELG B/W 37	37	37	37	37	37	37	37	37
ANNUAL LEAVE BALANCE B/W 38	38	38	38	38	38	38	38	38
LUMP SUM LIABILITY B/W 39	39	39	39	39	39	39	39	39
NASA NEW HIRES 40	40	40	40	40	40	40	40	40
NASA NEW HIRE SALRY 41	41	41	41	41	41	41	41	41
INTERCENTER TRANSFR 42	42	42	42	42	42	42	42	42
INTERCENTER TRANSFR 43	43	43	43	43	43	43	43	43
SALARIES CONVERSIONS FROM 70	70	70	70	70	70	70	70	70
FTP ACTIONS CONVERSIONS FROM 71	71	71	71	71	71	71	71	71
FTP SALARIES TOTAL GAINS ABOVE 46	46	46	46	46	46	46	46	46
TOTAL SALARIES GAINS 47	47	47	47	47	47	47	47	47
RETIREMENTS (ALL) 48	48	48	48	48	48	48	48	48
RETIREE SALARIES 49	49	49	49	49	49	49	49	49
(Incl. Lump Sum Costs) INTERCENTER TRANSFR 50	50	50	50	50	50	50	50	50
INTERCENTER TRANSFR 51	51	51	51	51	51	51	51	51
SALARIES COOP CONVERSION TO 44	44	44	44	44	44	44	44	44
FTP ACTIONS COOP CONVERSION TO 45	45	45	45	45	45	45	45	45
FTP SALARIES OTHER CONVERSION TO 72	72	72	72	72	72	72	72	72
FTP ACTIONS OTHER CONVERSION TO 73	73	73	73	73	73	73	73	73
FTP SALARIES OTHER SEPARATIONS 52	52	52	52	52	52	52	52	52
OTHER SEPARATIONS 53	53	53	53	53	53	53	53	53
SALARIES TOTAL LOSSES 54	54	54	54	54	54	54	54	54
TOTAL SALARY LOSSES 55	55	55	55	55	55	55	55	55
RETURN-TO-DUTY ACTIONS 56	56	56	56	56	56	56	56	56
RTD SALARIES 57	57	57	57	57	57	57	57	57
EXTENDED LWOP ACTIONS 58	58	58	58	58	58	58	58	58
EXTENDED LWOP HOURS 59	59	59	59	59	59	59	59	59
EXTENDED LWOP DOLLARS 60	60	60	60	60	60	60	60	60
INCIDENTAL LWOP OURS 61	61	61	61	61	61	61	61	61



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INCIDENTAL LWOP DOLLARS  
62

62

62

62

62

62

62

62

62

**REPORT 818      FUND SOURCE 1 REPORT****PAYROLL****SELECTION CRITERIA:**

Installation code equals user designated center code.

**BIWEEKLY:** Read the PAY-MASTER and PER-HISTORY files for the current pay period.

CSRS only = retirement plan 1, 6, C, E, R, T

FERS only = retirement plan K, M, N

OTHER than CSRS/FERS = retirement plan equal 2 or 4

TOTAL of all employees = reactivation indicator not equal 3

**FTE YEAR-TO-DATE:** (always all employees)

Read the data from the PAY-HISTORY file and match it with the PER-HISTORY file. Use the Position Type, Pay Plan, CO-OP Degree Level, and Organization: Assigned from the personnel history transaction reflecting the personnel information in effect at the end of each Pay Period. If Pay Period start and end months are less than 10, reduce the year by 1 to start at the pay period that spans OCT 1 of the prior year (fiscal year 1995 starts on 10/2). Always display the accurate start and ending pay period dates.

**ORGANIZATION:** Assigned equals one of the following user designated selection options:

INCLUDE only the Organization: Assigned code (up to 5 characters)\* as specified.

EXCLUDE only the Organization: Assigned code (up to 5 characters)\* as specified.

All Organization: Assigned codes.

\* NPPS will select based on the characters entered; i.e., "A" will select all Organization: Assigned codes beginning with "A."

**PAGES 1 & 3**

**CEILING-FULL-TIME PERMANENTS** = Position Type 6, 7, or (0 w/ co-op level = I)

SES	=	Pay Plan ES
GS/GM	=	Pay Plan GS or GM
WAGE	=	Pay Plan W\$ or X\$ (\$ = any value)
OTHER	=	All other Pay Plans
TOTAL	=	Sum of SES + GS / GM + WAGE + OTHER

**PAGES 2 & 4**

**CEILING-OTHER THAN FULL TIME PERMS** = Position Type 3, 5, 8

PT-PERM	=	Position Type 8 and Work Schedule Code not equal I
SUMMER	=	Position Type 3 and Work Schedule Code not equal I
TEMP & OTHER	=	Position Type 5 and Work Schedule Code not equal I
INTERMITTENT	=	Work Schedule Code equal I
TOTAL	=	Sum of PT-PERM + SUMMER + TEMP + OTHER + INTERMITTENT

**NON-CEILING** = Position Type 1, 2, 4, 9 or (0 w/ coop level = G, U, N, P, H)

COOP	=	Position Type 1 or (0 w/ coop level = G, U, N, P, H)
OTHER	=	Position Type 2, 4, 9
TOTAL	=	Sum of COOP + OTHER

**TOTAL of all employees** = sum of FULL-TIME Permanents total + OTHER than FTP total + NON-CEILING total

(items 70-73 exclude amounts for Full Time Permanents)

Dollar and hour amounts must contain all employees including Reactivation Status of 3.

Reactivation status is ignored when counting for items 7, 37, 42.

**FUND SOURCE 1 REPORT  
DATA ELEMENTS  
REPORT 818**

1	EMPLOYEES PAID	Total number of employees who received gross earnings (Gross Earnings: BW > 0) for the last pay period, except employees who received a Lump Sum payment only who are not included in this total.
2	EMPLOYEES NOT PAID	Total number of active employees (Reactivation Indicator NE 3) who received no gross earnings (Gross Earnings: BW = 0) for the last pay period.
3	BASE HOURS	Base hours plus adjustments paid (Base Hours: Adj BW) for the time period selected.
4	GROSS BASE EARNINGS	Sum of base earnings (Base Earnings B/W) plus local pay (Empl Lclty Pay BW Amt) and adjustments (Empl Lclty Pay BW Adj Amt) and (Base Earnings: Adjustments) for the time period selected (does not include overtime).
5	OVERTIME HOURS	Number of overtime hours (Overtime: Hours B/W) plus adjustments (Overtime: Hours Adj) paid for the time period selected.
6	OVERTIME DOLLARS	Sum of overtime dollars (Overtime: Earnings B/W) plus adjustments (Overtime: Earnings Adj) paid for the time period selected. Includes converted comp time (Comp Time: Hours Paid).
7	LUMP SUM PAY COUNT	Number of lump sum payments (lump sum: Leave Payment) greater than 0 or adjustments (Lump Sum: Leave Adj) greater than 0; for the time period selected. Do not check REACTIVATION STATUS.
8	LUMP SUM PAY DOLLARS	Sum of lump sum dollars (Lump Sum: Leave Payment) plus adjustments (Lump Sum: Leave Adj) for the time period selected.
9	DIFFERENTIALS	Sum of Sunday premium (Sunday Diff: Earnings B/W), night work differential (Night Diff: Earnings B/W) foreign differential (Foreign Diff: B/W), staffing differential (Empl Stff Diff: B/W Amt), supervisory differential (Supervisory Diff: B/W), hazard pay (Hazardous Earnings: B/W), and cost of living allowance (COLA: B/W) plus adjustments (Nite: Current Adj Erngs, Sunday: Current Adj Erngs, Hazardous: Current Adj Erngs, COLA: Current Adj Erngs, Supervisory Diff: Adj B/W, Empl Stff Diff BW Adj Amt, FOR Diff: Current Adj Erngs) for the time period selected.
10	MERIT PAY CASH AWARDS	Sum of amount awarded (Award: Amount New) to GM employees for the time period selected based on their performance appraisal. (NOAC = 889) If Award: Check not equal 'N'.
11	SES BONUS	Sum of amount awarded (Award: Amount New) to SES employees for the time period selected based on their performance appraisal. (NOAC = 879) If Award Check not equal to 'N'.
12	ALL OTHER CASH AWARDS	Sum of cash awards amount (Award: Amount New) paid to employees (AWARD CHECK ne 'N') during the time period selected. (Examples: suggestion, Special Act or Service, SES Rank, Performance Awards other than GM or SES, and Space Act. NOAC = 873,875,877,878, 885 or 987.)
13	RECRUITMENT BONUS	Sum of cash bonus (New Empl Bonus Rcrtmnt Amt) given to an employee during the time period selected as encouragement to come to work for NASA. NOAC = 815.

- 14 RELOCATION BONUS Sum of cash bonus (New Empl Bonus Rlctn Amt) given to an employee during the time period selected to relocate either temporarily or permanently to another geographical area. NOAC = 816.
- 15 RETENTION ALLOWANCE Sum of allowance (Award: Amount New) given (usually for 1 year only) to an employee during the time period selected to entice them to remain employed at NASA. NOAC = 810 and Legal Authority 1 = VPG.

**FUND SOURCE 1 REPORT  
DATA ELEMENTS  
REPORT 818**

**BENEFITS, NASA COST:**

- 16 SEVERANCE PAY Sum of biweekly severance pay (Severance: Biweekly Amt) given to an employee for the time period covered when released from NASA as a result of a RIF.
- 17 TSP Sum of the Govt basic contribution (TSP: Govt Basic Contr B/W) and the sum of the Govt matching contribution (TSP: Govt Match Contr Tot B/W) to the Thrift Savings Plan plus adjustments during the time period selected.
- 18 FEGLI Sum of the Govt contribution (FEGLI: Govt Contr B/W) to the employees' life insurance plus adjustments during the time period selected.
- 19 FEHB Sum of the Govt contribution (FEHB: Govt Contr B/W) to the employees' health insurance plus adjustments during the time period selected.
- 20 CSRS Sum of the Govt contribution (CSRS: Govt Contr B/W) to the employees' Civil Service Retirement System plus adjustments during the time period selected.
- 21 FERS Sum of the Govt contribution (FERS: Govt Contr B/W) to the Federal Employee Retirement System plus adjustments during the time period selected.
- 22 FICA Sum of the Govt contribution (FICA: Govt Contr B/W) to the old age pension portion of FICA plus adjustments during the time period selected.
- 23 HIT Sum of the Govt contribution (HIT: Govt Contr B/W) to the Medicare portion of FICA and the Medicare for all other employees plus adjustments during the time period selected.
- 24 SALARY OFFSET, REEMPL Salary ANNUITANTS time period Sum of salary offset plus adjustments (CSRS & FERS: Current Offset Adj) paid to OPM for reemployed annuitants for the selected.
- 25 SUBTOTAL OF BENEFITS Sum of 17 + 18 + 19 + 20 + 21 + 22 + 23 + 24
- 26 TOTAL FS1,OC (PCS) All salaries and benefits excluding permanent change of station 11 to 17, W/O PCS benefits. Sum of items 4, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 25.
- 27 ALL LWOP HOURS (E&I) Sum of leave without pay hours accumulated (LWOP: Used B/W) through the time period selected. This includes extended LWOP and incidental LWOP.
- 28 ALL LWOP DOLLARS (E&I) Calculate each employee's LWOP dollars (computed value = LWOP: Used B/W \* Salary: Hourly) and sum for all employees for the time period selected.
- 29 WIG ACTIONS Number of Within Grade Increases given during the time period selected. NOAC = 891, 893.

30 WIG DOLLARS

Costs of Within Grade Increases given during the time period selected. Calculate each employee's WIG amount (computed value = Salary: Adjusted Basic Pay New - Salary: Adjusted Basic Pay Old) and sum for all employees.

31 QSI ACTIONS

Number of Quality Step Increases given during the time period selected. NOAC = 892.

**FUND SOURCE 1 REPORT  
DATA ELEMENTS  
REPORT 818**

32	QSI DOLLARS	Costs of Quality Step Increases given during the time period selected. Calculate each employee's QSI amount (computed value = Salary: Adjusted Basic Pay New - Salary: Adjusted Basic Pay Old) and sum for all employees.
33	PROMOTION ACTIONS	Number of Promotions given during the time period selected. NOAC = 702.
34	PROMOTION DOLLARS	Costs of Promotions given during the time period selected. Calculate each employee's amount of promotion (computed value = Salary: Adjusted Basic Pay New - Salary: Adjusted Basic Pay Old) and sum for all employees.
37	CURR OPT RET ELIG B/W	Number eligible for optional retirement as of the end of the time period selected. Optional Retirement date (Retirement: Optional Date) must be less than or equal to Pay Period End Date. This date applies to items 38 & 39 also. Do not count if Duty Status = Z.
38	ANNUAL LEAVE BALANCE Hours B/W	Sum of annual leave plus restored leave hours (Restored Leave: Type A, B, C) for optional retirement eligibles in line 37.
39	LUMP SUM LIABILITY B/W	Dollar value of annual leave plus restored leave balances of optional retirement eligibles in line 37.
40	NASA NEW HIRES	Number of new employees coming into NASA from an outside source for the time period selected. NOAC = 1\$\$\$ (\$ = any value).
41	NASA NEW HIRES period SALARIES	Sum of Salary: Total Pay for the above employees for the time selected.
42	INTERCENTER TRANSFERS	Number of transfers infrom another installation. NOAC = 721A. Do not check REACTIVATION STATUS.
43	INTERCENTER TRANSFERS period SALARIES	Sum of Salary: Total Pay for the above employees for the time selected.
44	COOP CONVERSION TO FTP (Old Position ACTIONS equal	Number of COOP conversions for the time period selected.  Type equal 0 or 1 and Old COOP Level not equal I and NOAC 5\$\$\$) and (New Position Type = 6 or 7 or (0 when New COOP Level = I)).
45	COOP CONVERSION TO FTP period SALARIES	Sum of Salary: Total Pay for line 44 employees for the time selected.
46	TOTAL GAINS ABOVE	Sum of all the above for numbers of hires in each category for the time period selected. Sum of items 40, 42, 44, and 66 (page 3) or 40, 42, and 70 (page 4).
47	TOTAL SALARIES GAINS	Sum of salaries for line 46 employees. Sum of items 41, 43, 45, and 67 (page 3) or 41, 43, and 71 (page 4).
48	RETIREMENTS (ALL)	Number of employees retiring from NASA for the time period selected. NOAC = 300, 301, 302, 303, 304.
49	RETIREE SALARIES time period (Incl. Lump Sum Costs)	Sum of Salary: Total Pay for the above employees during the time period selected.
50	INTERCENTER TRANSFERS	Number of transfers out to another installation for the time period selected. NOAC = 721T.

**FUND SOURCE 1 REPORT  
DATA ELEMENTS  
REPORT 818**

51	INTERCENTER TRANSFER time period SALARIES	Sum of Salary: Total Pay for the above employees during the selected.
52	OTHER SEPARATIONS	Number of employees leaving NASA service for reasons other than retirement during the time period selected. NOAC = 312 through 386.
53	OTHER SEPARATIONS time period SALARIES	Sum of Salary: Total Pay for the above employees during the selected.
54	TOTAL LOSSES	Sum of all the above for numbers of all losses in each category for the time period selected. Sum of items 48, 50, 52, and 68 (page 3) or 44, 48, 50, 52, and 72 (page 4).
55	TOTAL SALARY LOSSES	Sum of salaries for the above employees. Sum of items 49, 51, 53, and 69 (page 3) or 45, 49, 51, 53, and 73 (page 4).
56	RETURN-TO-DUTY ACTIONS	Number of employees returning to duty during the time period selected. Employees previously in extended LWOP category. NOAC = 292.
57	RTD SALARIES	Sum of Annual Salary (Gross Earnings: B/W) for the above employees for the time period selected.
58	EXTENDED LWOP ACTIONS	Number of employees in a non-paid leave status for longer than a 30-day period for the time period selected. NOAC = 450, 452, 460, 473, or 480.
59	EXTENDED LWOP HOURS	Sum of leave without pay hours (LWOP: Used B/W) accumulated through the time period selected. NOAC = 460 or Duty-Status = L.
60	EXTENDED LWOP DOLLARS	Calculate for each employee on LWOP (computed value = LWOP: Used B/W * Salary: Hourly) and sum for all employees. Duty-Status = L or NOAC = 460.
61	INCIDENTAL LWOP HOURS	Sum of leave without pay hours (LWOP: Used B/W) accumulated though the time period selected. NOAC not equal 460 or Duty-Status not equal L.
62	INCIDENTAL LWOP LWOP: Used DOLLARS equal 460	Calculate for each employee on LWOP (computed value = B/W * Salary: Hourly) and sum for all employees. NOAC not equal 460 or Duty-Status not equal L.
63	HOLIDAY HOURS	Number of holiday work hours (Holiday: Hours B/W) plus adjustments (Holiday/Wked: Cur Adj Hours) paid for the time period selected.
64	HOLIDAY DOLLARS	Sum of holiday work dollars (Holiday Earnings: B/W) plus adjustments (Holiday/Wked: Cur Adj Earn) paid for the time period selected.
65	AVAILABILITY PAY DOLLARS	Sum of availability pay (Availability Pay: B/W) plus adjustments (Availability Pay: Adj) for the time period selected.
66	OTHER CONVERSIONS FTP for the TO FTP ACTIONS COOP  with New	Number of other conversions (NOAC 5\$\$ or NOAC 781) to time period selected. Old Position Type equals (1 with Old Level = I), 2, 3, 4, 5, 8, 9 and New Position Type equals (0 COOP Level = I), 6, 7.

67	OTHER CONVERSIONS period TO FTP SALARIES	Sum of Salary: Total Pay for line 66 employees for the time selected.
68	CONVERSION FROM time FTP ACTIONS equal 6 or 7  (New  0 and	Number of conversions (NOAC 5\$\$ or NOAC 781) from full- permanent for the time period selected. (Old Position Type or (Old Position Type equal 0 and Old COOPLEV eq I)) and Position Type not equal 6 or 7 or (New Position Type not equal New COOPLEV eq I).)
69	CONVERSION FROM period FTP SALARIES	Sum of Salary: Total Pay for line 68 employees for the time selected.



70	CONVERSIONS FROM FTP ACTIONS	Number of conversions (NOAC 5\$\$ or NOAC 781) from FTP for the time period selected. Old Position Type equals (0 with Old COOP Level = I), 6, 7 and New Position Type not equal (0 with New Coop Level = I), 6, or 7.
71	CONVERSIONS FROM FTP SALARIES	Sum of Salary: Total Pay for line 70 employees for the time period selected.
72	OTHER CONVERSION TO FTP ACTIONS	Number of other conversions (NOAC 5\$\$ or NOAC 781) to FTP for the time period selected. Old Position Type equals (1 with Old Coop Level = I), 2, 3, 4, 5, 8, or 9 and New Position Type equals (0 with New Coop Level = I), 6, or 7.
73	OTHER CONVERSION TO FTP SALARIES	Sum of Salary: Total Pay for the above employees for the time period selected.

XX CURRENT PAY PERIOD relative to the pay period ending date  
MM STARTING AND ENDING PAY PERIOD DATES

\* Items 1, 2, 41, 43, 45, 47, 49, 51, 53, 55, 57 are not shown on the FTE YTD report.

### **SPECIAL CALCULATIONS**

#### **FTE YEAR TO DATE**

If the OPTIONAL RETIREMENT DATE is before the run date then calculate the LUMP SUM LIABILITY

RESTORED-LV-BALANCE \* SALARY-HOURLY  
+ ANNUAL-LV-EARN-BALANCE \* SALARY-HOURLY

If DUTY-STATUS = 'L' then calculate EXTENDED LWOP DOLLARS  
LWOP-HRS-USED-BW \* SALARY-HOURLY

If DUTY-STATUS ne 'L' then calculate INCIDENTAL LWOP DOLLARS  
LWOP-HRS-USED-BW \* SALARY-HOURLY

If reemployed annuitant (1,4,5,A,C,E) then calculate  
SALARY OFFSET REEMP ANNUITANTS  
add salary offset, FERS offset, CSRS offset

#### **BIWEEKLY**

If the OPTIONAL RETIREMENT DATE is before the run date then  
calculate the LUMP SUM LIABILITY  
add MER-AL-BALANCE, PAY-RL-HRS-A,B,C reduced by PAY-RL-CUR-HRS-USED(1,2,3)  
multiply the result by PAY-RATE-HRLY

If DUTY-STATUS = 'L' then calculate EXTENDED LWOP DOLLARS  
PAY-PP-HRS(11) \* PAY-RATE-HOURLY

If DUTY-STATUS ne 'L' then calculate INCIDENTAL LWOP DOLLARS  
PAY-PP-HRS(11) \* PAY-RATE-HOURLY

If reemployed annuitant (1,4,5,A,C,E) then calculate  
SALARY OFFSET REEMP ANNUITANTS  
add salary offset, FERS offset, CSRS offset

REPORT 113

PAYROLL ADVANCE PAY REGISTER

PAYROLL

PURPOSE: List employees' activities for advance pay in the current pay period.

CONTENT: Details of current pay period advance pay by employee.

SEQUENCE: By pay block and SSN or pay block and employee name.

REPORT NO : 113  
PAGE:  
SEQUENCED BY:  
DATE:  
TIME:

SUBJECT TO PRIVACY ACT OF 1974  
NASA PAYROLL AND PERSONNEL SYSTEM  
INSTALLATION NAME  
FACILITY NAME  
PAYROLL ADVANCE PAY REGISTER  
PAY PERIOD A AS OF B

PAY BLOCK: CC

PAY

-----ADVANCED PAY TOTALS-----

SSN:NAME:PLANORG:FAC:ADVANCEDCUMULATIVEBALANCECUR-DEDCUR-ADJ

YTD-DED

DDDDDDDDDEEEEEEEEEEEEEEEEEEEEEEEEFGGGGHIIIII.IIJJJJJ.JJKKKK.KKLLLL.LLMMMM.NMNNNN.NN

-----ADVANCED PAY/PAY BLOCK TOTALS-----

ADVANCEDCUMULATIVEBALANCECUR-DEDCUR-ADJ

YTD-DED

PAY BLOCK TOTALS:TTTT.TT000000.00PPPPPP.PPQQQQQQ.QQRRRRR.RRSSSS.SS

-----ADVANCED PAY/CENTER TOTALS-----

ADVANCEDCUMULATIVEBALANCECUR-DEDCUR-ADJ

YTD-DED

CENTER TOTALS:ZZZZZZ.ZZUUUUUU.UUVVVVVV.VVWWWWWW.WVXXXXXX.XXYYYYY.YY

SUBJECT TO PRIVACY ACT OF 1974

See next page for data elements.

G - PAY - 343

**PAYROLL ADVANCE PAY REGISTER  
DATA ELEMENTS  
REPORT 113**

- A. Pay Period
- B. Pay period ending date
- C. Pay Block: Processing
- D. SSN
- E. Employee Name (Last, First, MI, Gen)
- F. Pay Plan
- G. Organization: Assigned
- H. Facility Code
- I. Empl Tot Adv Pay Recvd Amt
- J. Empl Adv Pay Cum Ded Amt
- K. I-J
- L. Empl Adv Pay Ded BW Amt
- M. Empl Adv Pay Adj BW Amt
- N. Empl Adv Pay YTD Ded Amt
- O. Total of I for Pay Block
- P. Total of J for Pay Block
- Q. Total of K for Pay Block
- R. Total of L for Pay Block
- S. Total of M for Pay Block
- T. Total of N for Pay Block
- U. Center Total of I
- V. Center Total of J
- W. Center Total of K
- X. Center Total of L
- Y. Center Total of M
- Z. Center Total of N

**SELECTION CRITERIA**

Includes all employees with the following criteria:

- Installation code equal to user designated center code
- Empl Tot Adv Pay Recvd Amt greater than zero
- Facility code equal to user designated facilitycode if entered

**REPORT 426****ANNUAL LEAVE LIABILITY AND OTHER LEAVE/HOUR  
BALANCES REPORT****PAYROLL**

**PURPOSE:** To provide an annual leave liability and other leave/hour balances report at end of fiscal year.

**CONTENT:** All active employees.

**SEQUENCE:** Pay Block and SSN, SSN or Name (default is pay block and SSN).

REPORT NO: 426		SUBJECT TO PRIVACY ACT OF 1974				PAGE:	
SEQUENCED BY:		NASA PERSONNEL AND PAYROLL SYSTEM				DATE:	
		INSTALLATION NAME				TIME:	
ANNUAL LEAVE LIABILITY AND OTHER LEAVE/HOUR BALANCES REPORT							
AS OF XX/XX/XX							
NAME	SSN	AL-EARN	REST-LV	S/T ANNUAL	CREDIT HRS	COMP TIME	
PB		BALANCE	BALANCE	LEAVE	BALANCE	BALANCE	
TOTALS							
----	----	-----	-----	-----	-----	-----	-----
hhhhhhhhhhhhhhhhhhhhhh, hhhhhhhhhhh, h	ff	ggg-gg-gggg	aaa.aa	bbb.bb	iiii.ii	ccc.cc	ddd.dd
eeee.ee							
hhhhhhhhhhhhhhhhhhhhhh, hhhhhhhhhhh, h	ff	ggg-gg-gggg	aaa.aa	bbb.bb	iiii.ii	ccc.cc	ddd.dd
eeee.ee							
.	.	.	.	.	.	.	.
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.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.
hhhhhhhhhhhhhhhhhhhhhh, hhhhhhhhhhh, h	ff	ggg-gg-gggg	aaa.aa	bbb.bb	iiii.ii	ccc.cc	ddd.dd
eeee.ee							
PAYBLOCK	TOTAL HOURS	jjjjjj.jj	kkkkkk.kk	lllllll.ll	mmmmmm.m	nnnnnnn.nn	
uuuuuuuu.uu	TOTAL DOLLARS	ppppppp.pp	qqqqqqq.qq	rrrrrrr.rr	sssssss.ss	ttttttt.tt	
CENTER	TOTAL HOURS	vvvvvv.vv	wwwwww.w	xxxxxxx.xx	yyyyyy.yy	zzzzzzz.zz	
GGGGGGGGG.GG	TOTAL DOLLARS	BBBBBBBB.BB	CCCCCCCC.CC	DDDDDDD.DD	EEEEEEE.EE	FFFFFFF.FF	
=====							
Payroll Staff: Please provide a copy of this report to your organizations General Ledger Staff.							
SUBJECT TO PRIVACY ACT OF 1974							

- |   |  |   |
|---|--|---|
| a. Annual Leave: Earned Balance   | d. Comp Time: Current Balance (for employees with FLSA status = 'N') | j. Payblock Total of a                    |
| b. (Restored Leave: Hours Type A + Restored Leave: Hours Type B + Restored Leave: Hours Type C) - RL: Cum Dntd Hr + RL: Dntd-Rtrn Hr - Restored Leave: Used Cum | e. (a + b + c + d) * Salary: Hourly                                  | k. Payblock Total of b                    |
| c. Credit Hours: Balance  | f. Pay Block: Processing   | l. Payblock Total of i                    |
|   | g. SSN   | m. Payblock Total of c                    |
|   | h. Name (Last, First, MI)  | n. Payblock Total of d                    |
|   | X. Pay CNTL: Current PP Ending Date                                  | o. Payblock Total of e                    |
|   | i. a + b   | p. Payblock Total of (a * Salary: Hourly) |
|   |  | q. Payblock Total of (b * Salary: Hourly) |

- r. Payblock Total of (i \* Salary:  
Hourly)
- s. Payblock Total of (c \* Salary:  
Hourly)
- t. Payblock Total of (d \* Salary:  
Hourly)
- u. Payblock Total of (e \* Salary:  
Hourly)
- v. Center Total of a
- w. Center Total of b
- x. Center Total of i
- y. Center Total of c

- z. Center Total of d
- A. Center Total of e
- B. Center Total of (a \* Salary:  
Hourly)
- C. Center Total of (b \* Salary:  
Hourly)
- D. Center Total of (i \* Salary:  
Hourly)
- E. Center Total of (c \* Salary:  
Hourly)
- F. Center Total of (d \* Salary:  
Hourly)

- G. Center Total of (e \* Salary:  
Hourly)

**SELECTION CRITERIA:**

Includes all employees with the  
following criteria:

- Installation code equals user  
designated center code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal '3'

**REPORT 427**

**IRS FORM 1099 MISCELLANEOUS INCOME**

**PAYROLL**

**PURPOSE:** To provide award recipients with a miscellaneous income statement for filing with Federal, State, and Local taxing authorities.

**CONTENT:** Each award recipient with miscellaneous income.

**SEQUENCE:** Award Recipient Name or Award Recipient SSN

**IRS FORM 1099 MISCELLANEOUS INCOME  
DATA ELEMENTS  
REPORT 427**

**PAYER INFORMATION**

NAME	=	Installation: Name
ADDRESS	=	Installation Address
FEDERAL ID NUMBER	=	Installation: Fed TaxW2 ID

**RECIPIENT INFORMATION**

IDENTIFICATION NUMBER	=	Award Recipient SSN
NAME	=	Award Recipient Name
ADDRESS	=	Award Recipient Street Address Award Recipient City Address Award Recipient State Address Award Recipient Zip Address

1. Not Used
2. Award Gross Amount, if Award ICB Category Code = 'R'
3. Not Used
4. Award Federal Tax Deduction Amount
5. Not Used
6. Award OASDI Deduction Amount + Award HIT Deduction Amount
7. Award Gross Amount, if Award ICB Category Code not = 'R'
8. Not Used
9. Not Used
10. Not Used
11. Award State Tax Deduction Amount
12. State Employer ID Table Lookup Depending On Award State Tax Code

**SELECTION CRITERIA:**

Includes all non-personnel action cash awards recipients with the following criteria:

- Installation code equals user designated center code
- Award Recipient Government Employee Indicator = 'N' (for all awards received in the current pay year) and Sum of Award Gross Amount greater than \$599.99
- Award ICB Category Code = 'R' and Award Recipient Government Employee Indicator = 'G' or 'N'

**REPORT 427      IRS FORM 1099 MISCELLANEOUS INCOME**

PAYROLL

PURPOSE:      To provide 1099-MISC Statistics.

CONTENT:      1099-MISC Counts and Totals.

SEQUENCE:      N/A

REPORT NO: 427      NASA PERSONNEL AND PAYROLL SYSTEM  
PAGE:  
SEQUENCE BY:      1090 SPACE CENTER  
DATE:  
  
TIME:  
  
1099'S EDIT REPORT AND STATISTICS  
AS OF 03/07/92

-----  
NUMBER OF 1099 STATEMENTS . . . . . =    A  
-----

TOTAL ROYALTIES . . . . . =    B  
TOTAL NON-GOVERNMENT. . . . . =    C

- A. Number of 1099s written  
B. Award Gross Amount where  
Award ICB Category Code = R  
C. Award Gross Amount where Award  
ICB Category Code not = R



**REPORT 518**

**W2 FORM - WAGE & TAX STATEMENT FOR  
NON-EMPLOYEES (REPORT 1 OF 2)**

PAYROLL

PURPOSE: To provide non-employees who have received cash awards with a wage and tax statement for filing with Federal, State, and Local taxing authorities.

CONTENT: Report produced for all government non-employees with non-personnel action cash awards in the current pay year.

SEQUENCE: 1) Installation Code, SSN  
2) Installation Code, Name

See Next Page for Data Elements

**W2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES  
DATA ELEMENTS  
REPORT 518, 1/2**

- a. Control Number (A sequential number starting with 1)
- b. Installation: Fed Tax W2 ID
- c. Installation: Name,  
Installation: Address
- d. SSN
- e. Employee Name (First, MI, Last),  
Address: Mailing
- 1. Total of all current payyear Award Gross Amount
- 2. Total of all current pay year Award Federal Tax Deduction Amount
- 3. Total of all current pay year Award OASDI Earnings Amount
- 4. Total of all current pay year Award OASDI Deduction Amount
- 5. Total of all current pay year Award HIT Earnings Amount
- 6. Total of all current pay year Award HIT Deduction Amount
- 9. Blank
- 13a. Blank
- 13b. Blank
- 15c. Blank
- 15g. Blank
- 16. State = State Tax: Code or Former State Tax: Code  
Employer's State I.D. No = \*State Employer ID Table Lookup based on State
- 17. Total of all current pay year Award Gross Amount for all awards where an Award State Tax Deduction Amount is present for a state
- 18. Total of all current pay year Award State Tax Deduction Amount for a state
- 19. = City Name  
\*Tax Table Look Up Depending On City Tax: Code
- 20. Total of all current pay year Award Gross Amount for all awards where an Award City Tax Deduction Amount is present for a city
- 21. Total of all current pay year Award City Tax Deduction Amount for a city

**SELECTION CRITERIA**

Includes employees with following criteria:

- Installation Code equal to user designated Center Code
- Award Recipient Government Employee Indicator = G and ICB Category Code not = R
- Award Payroll Update Indicator = blank

**REPORT 518      W-2 FORM - WAGE & TAX STATEMENT FOR  
NON-EMPLOYEES (REPORT 2 OF 2)**

PAYROLL

PURPOSE:      To provide Statistics for non-employee W-2s.  
CONTENT:      W-2's Counts and Totals.  
SEQUENCE:     N/A

REPORT NO: 518	NASA PERSONNEL AND PAYROLL SYSTEM
PAGE:	INSTALLATION NAME
SEQUENCE BY:	NON-INSTALLATION EMPLOYEES
DATE:	W-2'S EDIT REPORT AND STATISTICS
TIME:	AS OF MM/DD/YY
-----	
NON-INSTALLATION EMPLOYEES WITH HIT (MQFE) ONLY	= A,AAA,AAA
NON-INSTALLATION EMPLOYEES WITH HIT (MQFE) AND FICA . . .	= F,FFF,FFF
NON-INSTALLATION EMPLOYEES ON FILE . . . . .	= D,DDD,DDD
-----	
TOTAL NON-INSTALLATION EMPLOYEE W-2 FORMS	= C,CCC,CCC
-----	
TTL NON-INSTALLATION EMPLOYEE COMPENSATION (NOT DEF)	= GGG,GGG,GGG.GG
FEDERAL TAX WITHHELD . . . . .	= III,III,III.II
-----	
TOTAL HOSP. INS. TAX WAGES . . . . .	= JJJ,JJJ,JJJ.JJ
TOTAL HOSP. INS. TAX DEDUCTED . . . . .	= KKK,KKK,KKK.KK
-----	
TOTAL FICA WAGES . . . . .	= LLL,LLL,LLL.LL
TOTAL FICA DEDUCTED . . . . .	= MMM,MMM,MMM.MM
-----	
TOTAL STATE TAX EARNINGS . . . . .	= NNN,NNN,NNN.NN
TOTAL STATE TAX DEDUCTION . . . . .	= OOO,OOO,OOO.OO
-----	
TOTAL CITY TAX EARNINGS . . . . .	= RRR,RRR,RRR.RR
TOTAL CITY TAX DEDUCTION . . . . .	= SSS,SSS,SSS.SS
-----	
TOTAL NON-INSTALLATION EMPLOYEE COMPENSATION	XXX,XXX,XXX.XX

See Next Page For Data Elements

**W-2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES**  
**DATA ELEMENTS**  
**REPORT 518, 2/2**

- A. W-2 Form Counts if Award OASDI Deduction Amount = 0 and Award HIT Deduction Amount > 0
- C. Total W-2 Form Counts
- D. Total Non-Employee Counts
- F. W-2 Counts if Award OASDI Deduction Amount > 0 and HIT Deduction Amount = 0
- G. Total of Award Gross Amount
- I. Total of Award Federal Tax Deduction Amount
- J. Total of Award HIT Earnings Amount
- K. Total of Award HIT Deduction Amount
- L. Total of Award OASDI Earnings Amount
- M. Total of Award OASDI Deduction Amount
- N. Total of Award Gross Amount where Award State Tax Deduction Amount > 0
- O. Total of Award State Tax Deduction Amount
- R. Total of Award Gross Amount where Award City Tax Deduction Amount > 0
- S. Total of Award City Tax Deduction Amount
- X. Total of Award Gross Amount

**REPORT 114****ICB ASSOCIATED BUSINESS PUBLICATIONS REPORT****PAYROLL**

**PURPOSE:** To provide a detailed listing of all ICB Technical Brief awards granted in the last three years.

**CONTENT:** All ICB Technical Brief awards granted in the last three years.

**SEQUENCE:** Award Recipient Name

REPORT NO: 114		SUBJECT TO PRIVACY ACT OF 1974	
PAGE:		NASA PAYROLL AND PERSONNEL SYSTEM	
SEQUENCED BY: NAME		INSTALLATION NAME	
DATE:		ICB ASSOCIATED BUSINESS PUBLICATIONS REPORT	
TIME:		RECIPIENTS OF TECH BRIEF AWARDS WITHIN LAST THREE YEARS	
		AS OF MM/DD/YY	
CASE AWARD NUMBER DATE	RECIPIENT	AWARD DATE	CASE NUMBER RECIPIENT
-----	-----	-----	-----
AA-AAAAAA CC/CC/CC	BB DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD EEEEEEEEEEEEEEEE FFF GGGGGGGGG	CC/CC/CC	AA-AAAAAA BB DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD EEEEEEEEEEEEEEEE FFF GGGGGGGGG
AA-AAAAAA CC/CC/CC	BB DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD EEEEEEEEEEEEEEEE FFF GGGGGGGGG	CC/CC/CC	AA-AAAAAA BB DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD EEEEEEEEEEEEEEEE FFF GGGGGGGGG
AA-AAAAAA CC/CC/CC	BB DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD EEEEEEEEEEEEEEEE FFF GGGGGGGGG	CC/CC/CC	AA-AAAAAA BB DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD EEEEEEEEEEEEEEEE FFF GGGGGGGGG
SUBJECT TO PRIVACY ACT OF 1974			

- A. Award Case Number
- B. Award Recipient Name (Last, First, MI, Gen)
- C. Award Payment Date
- D. Award Recipient Street Address (Line 2 suppressed if blank)
- E. Award Recipient City Address
- F. Award Recipient State Address
- G. Award Recipient Zip Address

**SELECTION CRITERIA:**

Includes all awards with the following criteria:

- Installation code equals user designated center code
- Award ICB Category Code = "T"
- Award Payment Date within three years of the current pay date

- Award Adjustment Indicator = blank

## REPORT 115

## ICB CASH AWARDS LISTING

## PAYROLL

PURPOSE: To provide a detailed listing of all ICB awards granted in the last three years.

CONTENT: All ICB awards granted in the last three years.

SEQUENCE: Selective by Installation (first two positions of Award Case Number), Award Recipient Name or Installation, Award Recipient SSN or Award Recipient Name or Award Recipient SSN

SUBJECT TO PRIVACY ACT OF 1974 NASA PAYROLL AND PERSONNEL SYSTEM INSTALLATION NAME ICB CASH AWARDS LISTING RECIPIENTS OF CASH AWARDS WITHIN LAST THREE YEARS AS OF MM/DD/YY									
REPORT NO: 115 SEQUENCED BY:									PAGE DATE TIME
AWARD	NAME/ADDRESS	SSN	EMPLOYEE TYPE	TAX ID STATE CITY	PAYMENT DATE	CASE NUMBER	PR NUMBER	ICB CAT	
AMOUNT									
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	BBB-BB-BBBB	CCCCCCCC	DDD	JJJ	EE/EE/EE	FF-FFFFFF	GG-GGGG	HHHHHHHH	
III,III.II									
KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK									
.									
KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK									
.									
LLLLLLLLLLLLLLLL MMM NNNNNNNNN		CCCCCCCC	DDD	JJJ	EE/EE/EE	FF-FFFFFF	GG-GGGG	HHHHHHHH	
III,III.II									
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	BBB-BB-BBBB	CCCCCCCC	DDD	JJJ	EE/EE/EE	FF-FFFFFF	GG-GGGG	HHHHHHHH	
III,III.II									
KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK									
.									
KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK									
.									
LLLLLLLLLLLLLLLL MMM NNNNNNNNN		CCCCCCCC	DDD	JJJ	EE/EE/EE	FF-FFFFFF	GG-GGGG	HHHHHHHH	
III,III.II									
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	BBB-BB-BBBB	CCCCCCCC	DDD	JJJ	EE/EE/EE	FF-FFFFFF	GG-GGGG	HHHHHHHH	
III,III.II									
KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK									
.									
KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK									
.									
LLLLLLLLLLLLLLLL MMM NNNNNNNNN		CCCCCCCC	DDD	JJJ	EE/EE/EE	FF-FFFFFF	GG-GGGG	HHHHHHHH	
III,III.II									
SUBJECT TO PRIVACY ACT OF 1974									

A. Award Recipient Name (Last,  
First, MI, Gen)

B. Award Recipient SSN

C. Award Recipient Government  
Employee Indicator (literal, G =  
Govt or N = Non Govt)

D. Award State Tax Code

E. Award Payment Date

F. Award Case Number

G. Award Procurement Request  
Number

- H. Type of ICB Award (literal from table TICBCAT based on Award ICB Category Code)
- I. Award Gross Amount
- J. Award City Tax Code
- K. Award Recipient Street Address (Line 2 suppressed if blank)
- L. Award Recipient City Address
- M. Award Recipient State Address
- N. Award Recipient Zip Address

SELECTION CRITERIA:  
Include all awards with the following criteria:

- Installation equals user designated center code
- Award Type Code = 'V'
- Award Payment Date within three years of the current pay date







Release 6.0 3/97

SELECTION CRITERIA:  
Include all awards with the following  
criteria:

- Installation equals user designated center code
- Award Payment Date equal to current pay date

## REPORT 117

NON-PERSONNEL ACTION CASH AWARDS EDIT  
LISTING SUMMARY

## PAYROLL

PURPOSE: To provide a summary of all non-personnel action cash awards processed during the current pay period.

CONTENT: Summary of all current non-personnel action cash awards.

SEQUENCE:

REPORT NO: 117	NASA PAYROLL AND PERSONNEL SYSTEM							PAGE:
SEQUENCED BY:	INSTALLATION NAME							DATE:
	NON-PERSONNEL ACTION CASH AWARDS EDIT LISTING SUMMARY							TIME:
	AS OF MM/DD/YY							
NET	NO OF	GROSS AWARDS		FEDERAL	STATE	CITY	OASDI	HIT
AWARD	AWARDS	GOVT	NON-GOVT	TAX	TAX	TAX	DEDUCT	DEDUCT
-----	-----	-----	-----	-----	-----	-----	-----	-----
NON-ICB AWARDS IIIIIIII.II	AAAA	BBBBBBBB.BB	CCCCCCCC.CC	DDDDDDDD.DD	EEEEEE.EE	FFFFFF.FF	GGGGGG.GG	HHHHHH.HH
ICB AWARDS								
TECH BRIEF (T)	JJJJ	KKKKKKK.KK	LLLLLLLL.LL	MMMMMMM.MM	NNNNNN.NN	OOOOOO.OO	PPPPPP.PP	QQQQQQ.QQ
RRRRRRRR.RR								
PATENT (P)	SSSS	TTTTTTT.TT	UUUUUUU.UU	VVVVVVV.VV	WWWWW.WW	XXXXXX.XX	YYYYYY.YY	ZZZZZZ.ZZ
aaaaaaaa.aa								
MONETARY (M)	bbbb	ccccccc.cc	ddddddd.dd	eeeeeee.ee	ffffff.ff	gggggg.gg	hhhhh.hh	iiiii.ii
jjjjjjj.jj								
ROYALTY (R)	tttt	uuuuuuu.uu	vvvvvvv.vv	wwwwwww.wv	xxxxxx.xx	yyyyyy.yy	zzzzzz.zz	11111.11
2222222.22								
TOTAL ICB ssssssss.ss	kkkkk	11111111.11	mmmmmmmm.mm	nnnnnnnn.nn	oooooooo.oo	ppppppp.pp	qqqqqqq.qq	rrrrrrr.rr

See Next Page for Data Elements.

**NON-PERSONNEL ACTION CASH AWARDS EDIT LISTINGS SUMMARY  
DATA ELEMENTS  
REPORT 117**

A - I includes data for Award Type Code not = 'V'

- A. Count of awards if Award Adjustment Indicator = blank
- B. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- C. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- D. Sum of Award Federal Tax Deduction Amount
- E. Sum of Award State Tax Deduction Amount
- F. Sum of Award City Tax Deduction Amount
- G. Sum of Award OASDI Deduction Amount
- H. Sum of Award HIT Deduction Amount
- I. Sum of Award Net Amount

J - R includes data for Award Type Code = 'V' and Award ICB Category Code = 'T'

- J. Count of awards if Award Adjustment Indicator = blank
- K. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- L. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- M. Sum of Award Federal Tax Deduction Amount
- N. Sum of Award State Tax Deduction Amount
- O. Sum of Award City Tax Deduction Amount
- P. Sum of Award OASDI Deduction Amount
- Q. Sum of Award HIT Deduction Amount
- R. Sum of Award Net Amount

S - a includes data for Award Type Code = 'V' and Award ICB Category Code = 'P'

- S. Count of awards if Award Adjustment Indicator = blank
- T. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- U. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- V. Sum of Award Federal Tax Deduction Amount
- W. Sum of Award State Tax Deduction Amount
- X. Sum of Award City Tax Deduction Amount
- Y. Sum of Award OASDI Deduction Amount
- Z. Sum of Award HIT Deduction Amount
- a. Sum of Award Net Amount

**NON-PERSONNEL ACTION CASH AWARDS EDIT LISTINGS SUMMARY  
DATA ELEMENTS  
REPORT 117**

b - j includes data for Award Type Code = 'V' and Award ICB Category Code = 'M'

- b. Count of awards if Award Adjustment Indicator = blank
- c. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- d. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- e. Sum of Award Federal Tax Deduction Amount
- f. Sum of Award State Tax Deduction Amount
- g. Sum of Award City Tax Deduction Amount
- h. Sum of Award OASDI Deduction Amount
- i. Sum of Award HIT Deduction Amount
- j. Sum of Award Net Amount

k.  $A + J + S + b$

l.  $B + K + T + c$

m.  $C + L + U + d$

n.  $D + M + V + e$

o.  $E + N + W + f$

p.  $F + O + X + g$

q.  $G + P + Y + h$

r.  $H + Q + Z + i$

s.  $I + R + a + j$

t - 2 includes data for Award Type Code = 'V' and Award ICB Category Code = 'R'

- t. Count of awards if Award Adjustment Indicator = blank
- u. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- v. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- w. Sum of Award Federal Tax Deduction Amount
- x. Sum of Award State Tax Deduction amount
- y. Sum of Award City Tax Deduction amount
- z. Sum of Award OASDI Deduction Amount
- 1. Sum of Award HIT Deduction Amount
- 2. Sum of Award Net Amount



SELECTION CRITERIA:  
Include all awards with the following

criteria:

- Installation equals user designated center code



**REPORT 309****PAYROLL CONSOLIDATED OVERTIME/COMPENSATORY-TIME/CREDIT-HOUR REPORT****PAYROLL**

**PURPOSE:** To provide a current pay period report of employee overtime (fiscal year to date), compensatory, and credit hour information.

**CONTENT:** All employees who have overtime, compensatory time, or credit hours.

**SEQUENCE:** By Center, Organization (Directorate through Section) and SSN, by Organization (Directorate through Section) and Name, by Name or by SSN.

REPORT NO: 309		SUBJECT TO PRIVACY ACT OF 1974										PAGE:	
SEQUENCED BY:		NASA PERSONNEL AND PAYROLL SYSTEM										DATE:	
		INSTALLATION NAME										TIME:	
		FACILITY NAME											
		PAYROLL O/T C/T CREDIT HOUR REPORT											
		PAY PERIOD aa/aa/aaaa AS OF bb/bb/bbbb											

  

ORGANIZATION	SSN	EMPLOYEE NAME								-----OVERTIME/ADJUSTMENT/HOLIDAY WORKED-----							
										HRS-BW	EARN-BW	HRS-FYTD	EARN-FYTD	HRS-CYTD			
EARN-CYTD																	
COMP -----COMPENSATORY TIME EXPIRATION DATES----- CREDIT HOURS-----																	
CODE	CUR/BAL	DD/MM	DD/MM	DD/MM	DD/MM	DD/MM	DD/MM	DD/MM	DD/MM	EARN	USED	FORFEIT	PAID	BALANCE	FORFEIT	EARN	
USED	FLSA																
		1	2	3	4	5	6	7									
cccc		ddddd	eeeeeeee	ffffff	ffffff	ffffff	ffffff	ffffff		gggg	gg	hhhhh	hh	iiii	ii	jjjjj	jj
11111.11																	
m	nnn.nn	ooo.oo	ppp.pp	qqq.qq	rrr.rr	sss.ss	ttt.tt	uuu.uu		vvv.vv	www.wv	xxx.xx	yyy.yy	zzz.zz	111.11	222.22	
333.33	4																

SUBJECT TO PRIVACY ACT OF 1974

- |                                   |                               |                                   |
|-----------------------------------|-------------------------------|-----------------------------------|
| a. Pay Period Ending Date         | n. Comp Time: Current Balance | u. Comp Time: Relig Hours 7       |
| b. Current Date                   | o. Comp Time: Hours 1         | v. Comp Time: Relig Earned B/W    |
| c. Pay Organization               | p. Comp Time: Hours 2         | w. Comp Time: Relig Used B/W      |
| d. Pay SSN                        | q. Comp Time: Hours 3         | x. Comp Time: Relig Forfeited B/W |
| e. Pay Name Last                  | r. Comp Time: Hours 4         | y. None                           |
| f. Pay Name First                 | s. Comp Time: Hours 5         | z. Credit Hours: Balance          |
| g. Overtime: Hours B/W + Pay      | t. Comp Time: Hours 6         | 1. Credit Hours: Forf B/W         |
| Adjust Hrs OT + Holiday           | u. Comp Time: Hours 7         | 2. Credit Hours: Earned B/W       |
| Hours: B/W + Comp Time: Hrs       | v. Comp Time: Earned B/W      | 3. Credit Hours: Used B/W         |
| Paid B/W                          | (Primary)                     | 4. Pay FLSA Status                |
| h. Overtime: Earnings B/W +       | w. Comp Time: Used B/W +      | DD/MM                             |
| vertime: Earnings Adjustment +    | Extended Used B/W             | 1 - Pay Cntl: Current PP          |
| Holiday Earnings: /W + Comp       | x. Comp Time: Forfeited B/W   | Ending Date + 84 days             |
| Time: Cur CT Paid Amt             | (Primary)                     | 2 - Pay Cntl: Current PP          |
| i. OT Hrs BW + OT Hrs Adj +       | y. Comp Time: Hrs Paid B/W    | Ending Date + 70 days             |
| Holiday Hrs BW (Fiscal Year to    | (Primary)                     | 3 - Pay Cntl: Current PP          |
| Date)                             | m. Compensatory Code 'r' =    | Ending Date + 56 days             |
| j. OT Earn BW + OT Earn Adj +     | Religious                     | 4 - Pay Cntl: Current PP          |
| Holiday Earn BW (Fiscal Year to   | n. Comp Time: Relig Balance   | Ending Date + 42 days             |
| Date)                             | o. Comp Time: Relig Hours 1   | 5 - Pay Cntl: Current PP          |
| k. Overtime: Hours YTD + Holiday  | p. Comp Time: Relig Hours 2   | Ending Date + 28 days             |
| Hours: YTD                        | q. Comp Time: Relig Hours 3   | 6 - Pay Cntl: Current PP          |
| l. Overtime: Earnings YTD +       | r. Comp Time: Relig Hours 4   | Ending Date + 14 days             |
| Holiday Earnings: YTD             | s. Comp Time: Relig Hours 5   | 7 - Pay Cntl: Current PP          |
| m. Compensatory Code '' = Regular | t. Comp Time: Relig Hours 6   | Ending Date                       |

SELECTION CRITERIA:  
Includes all employees with the  
following criteria:  
- Installation code equals user  
designated center code

- Duty status not equal 'Z'
- Facility Code equals User  
Designated Facility Code

- Balance in CT or Credit Hours or  
Overtime Paid in the current fiscal  
year to date.

**REPORT 979****NON-PERSONNEL ACTION CASH AWARDS QUERY - QCASH**

PAYROLL

PURPOSE: To provide a summary of all non-personnel action cash awards processed during the current pay period

CONTENT: Summary of all current non-personnel action cash awards

SEQUENCE:

COMMAND: _____		NPPS		92-07-29		15:40:13	
NAO5130		NON-PERSONNEL ACTION CASH AWARDS REGISTER - QCASH					
-----							
	GROSS	FED	STATE	CITY	FICA	HIT	AWD CNT
NON-EMPL:	A	B	C	D	E	F	G
ICB AWDS:							
T	H	I	J	K	L	M	N
P	O	P	Q	R	S	T	U
M	V	W	X	Y	Z	a	b
R	c	d	e	f	g	h	i
TOTAL:	j	k	l	m	n	o	p
GRAND							
TOTAL:	q	r	s	t	u	v	w
-----							
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU		PF12= END	

See Next Page for Data Elements.

**NON-PERSONNEL ACTION CASH AWARDS QUERY - QCASH  
DATA ELEMENTS  
REPORT 979**

A - G includes data for Award Type Code not = 'V'

- A. Sum of Award Gross Amount
- B. Sum of Award Federal Tax Deduction Amount
- C. Sum of Award State Tax Deduction Amount
- D. Sum of Award City Tax Deduction Amount
- E. Sum of Award OASDI Deduction Amount
- F. Sum of Award HIT Deduction Amount
- G. Count of Awards if Award Adjustment Indicator = blank

H - N includes data for Award Type Code = 'V' and Award ICB Category Code = 'T'

- H. Sum of Award Gross Amount
- I. Sum of Award Federal Tax Deduction Amount
- J. Sum of Award State Tax Deduction Amount
- K. Sum of Award City Tax Deduction Amount
- L. Sum of Award OASDI Deduction Amount
- M. Sum of Award HIT Deduction Amount
- N. Count of Awards if Award Adjustment Indicator = blank

O - U includes data for Award Type Code = 'V' and Award ICB Category Code = 'P'

- O. Sum of Award Gross Amount
- P. Sum of Award Federal Tax Deduction Amount
- Q. Sum of Award State Tax Deduction Amount
- R. Sum of Award City Tax Deduction Amount
- S. Sum of Award OASDI Deduction Amount
- T. Sum of Award HIT Deduction Amount
- U. Count of Awards if Award Adjustment Indicator = blank

V - b includes data for Award Type Code = 'V' and Award ICB Category Code = 'M'

- V. Sum of Award Gross Amount
- W. Sum of Award Federal Tax Deduction Amount
- X. Sum of Award State Tax Deduction Amount
- Y. Sum of Award City Tax Deduction Amount
- Z. Sum of Award OASDI Deduction Amount
- a. Sum of Award HIT Deduction Amount
- b. Count of Awards if Award Adjustment Indicator = blank

c - i includes data for Award Type Code = 'V' and Award ICB Category Code = 'R'

- c. Sum of Award Gross Amount
- d. Sum of Award Federal Tax Deduction Amount
- e. Sum of Award State Tax Deduction Amount
- f. Sum of Award City Tax Deduction Amount
- g. Sum of Award OASDI Deduction Amount
- h. Sum of Award HIT Deduction Amount
- i. Count of Awards if Award Adjustment Indicator = blank

- j.  $H + O + V + c$
- k.  $I + P + W + d$
- l.  $J + Q + X + e$
- m.  $K + R + Y + f$
- n.  $L + S + Z + g$
- o.  $M + T + a + h$
- p.  $N + U + b + i$
- q.  $A + j$
- r.  $B + k$
- s.  $C + l$
- t.  $D + m$
- u.  $E + n$
- v.  $F + o$
- w.  $G + p$

**REPORT 119      TIME OFF AWARD REGISTER****PAYROLL**

**PURPOSE:** To list all employees for the reporting of time off award hours in the current pay period.

**CONTENT:** Details of current pay period time off award hours.

**SEQUENCE:** By Pay Block & SSN or Pay Block & Employee Name or SSN or Employee Name

REPORT NO: 119		SUBJECT TO PRIVACY ACT OF 1974								PAGE:	
SEQUENCED BY:		NASA PERSONNEL AND PAYROLL SYSTEM								DATE:	
		INSTALLATION NAME								TIME:	
		TIME OFF AWARDS REGISTER									
		AS OF MM/DD/YY									
SSN	NAME	ORG	T/O HRS	B/W	T/O HRS YTD	FORFEIT B/W	FORFEIT YTD	BAL	NTE	DATE	
COST YTD											
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
AAAAAAAA	BB	CCCC	DDDD.DD	EEEE.EE	FFFF.FF	G GGG.GG	H HHH.HH	IIII.II	KKKKKKKK		
JJJJJJJJ.JJ											
			DDDD.DD	EEEE.EE	FFFF.FF	G GGG.GG	H HHH.HH	IIII.II	KKKKKKKK		
			.	.	.	.	.	.	.		
			.	.	.	.	.	.	.		
			DDDD.DD	EEEE.EE	FFFF.FF	G GGG.GG	H HHH.HH	IIII.II	KKKKKKKK		
AAAAAAAA	BB	CCCC	DDDD.DD	EEEE.EE	FFFF.FF	G GGG.GG	H HHH.HH	IIII.II	KKKKKKKK		
JJJJJJJJ.JJ											
			DDDD.DD	EEEE.EE	FFFF.FF	G GGG.GG	H HHH.HH	IIII.II	KKKKKKKK		
			.	.	.	.	.	.	.		
			.	.	.	.	.	.	.		
			DDDD.DD	EEEE.EE	FFFF.FF	G GGG.GG	H HHH.HH	IIII.II	KKKKKKKK		

SUBJECT TO PRIVACY ACT OF 1974

- A. SSN
- B. Employee Name  
(Last,First,MI,Suffix)
- C. Organization Assigned
- D. Employee Time Off Award Hours  
Quantity
- E. Employee Time Off Award Hours  
Current Used Quantity
- F. Employee Time Off Award Hours  
Year to Date Used Quantity
- G. Employee Time Off Award Hours  
Current Forfeited Quantity

- H. Employee Time Off Award Hours  
Year to Date Forfeited Quantity
- I. Compute Balance
- J. Employee Time Off Year to Date  
Cost
- K. Employee Time Off Award  
Expiration Date

**SELECTION CRITERIA:**  
Includes all employees with the following criteria:

- Installation code equals user designated center code
- Facility code equals user designated facility code if entered
- If D, E, F, G, or H is not zero

**REPORT 315****LEAVE STATUS REPORT****PAYROLL**

**PURPOSE:** To provide a current pay period leave status for 1) all employees or  
2) only employees in a use or lose leave status.

**CONTENT:** Either all active employees who have a leave balance or only employees in a use or  
lose leave status.

**SEQUENCE:** By Organization and SSN, by Organization and Name, by Name or by SSN.

REPORT NO: 315  
SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974  
NASA PAYROLL AND PERSONNEL SYSTEM  
INSTALLATION NAME  
FACILITY NAME  
LEAVE STATUS - D  
FOR LEAVE YEAR ENDING CC/CC/CCCC  
PAY PERIOD ENDED aa/aa/aaaa

PAGE:  
DATE:  
TIME:

ORG	SSN	EMPLOYEE NAME	FLSA	-----ANNUAL LEAVE-----				-----RESTORED LEAVE-----						
				CEILING	CAT	USED-BW	USED-YTD	ADV-BAL	USE/LOSE	USED-BW	USED-YTD	BALANCE	USE/LOSE	
-----COMP TIME----- --CREDIT HOURS--				-----SICK LEAVE-----				-----MILITARY LEAVE-----				-----NON-PD-LV--- DONATED		
BALANCE	RELIG-BAL	BALANCE		USED-BW	USED-YTD	BALANCE	ADV-BAL	USED-YTD	DAYS-FYTD	USED-BW	USED-YTD	BALANCE	USE/LOSE	
bbbb	cccccccc	ddddddddd	eeeeeeee	f	ggggg	h	iii.ii	jjjj.jj	kkkkk.kk	lllll.ll	mmm.mm	nnnn.nn	oooo.oo	pppp.pp
BBBB.BB	qqqq.qq	rrrr.rr	ssss.ss		ttt.tt	uuuu.uu	vvvv.vv	www.w	xxxxxxxx.xx	yyyy.yy	zzz.zz	AAAA.AA		
bbbb	cccccccc	ddddddddd	eeeeeeee	f	ggggg	h	iii.ii	jjjj.jj	kkkkk.kk	lllll.ll	mmm.mm	nnnn.nn	oooo.oo	pppp.pp
BBBB.BB	qqqq.qq	rrrr.rr	ssss.ss		ttt.tt	uuuu.uu	vvvv.vv	www.w	xxxxxxxx.xx	yyyy.yy	zzz.zz	AAAA.AA		

SUBJECT TO PRIVACY ACT OF 1974

- |                                   |                                    |                                      |
|-----------------------------------|------------------------------------|--------------------------------------|
| a. Pay Period Ending Date         | o. Restored Leave: Current Balance | C. Current Leave Year Ending Date    |
| b. Organization: Assigned         | (Restored Leave: Hours Type A      | D. Literal based on Selection        |
| c. SSN                            | (1:3) + Restored Leave: Hours      | Criteria: Either 'All Employees'     |
| d. Name: Last                     | Type B (1:3) + Restored Leave:     | or 'Use or Lose Only'                |
| e. Name: First                    | Hours Type                         |                                      |
| f. FLSA Pay Status                | C (1:3) - RL: Cum Dntd Hr (1:3)    | SELECTION CRITERIA:                  |
| g. Annual Leave: Ceiling          | + RL: Cum Dntd Rtrn Hr (1:3)       | Includes all employees with the      |
| h. Annual Leave: Category Code    | - Restored Leave: Used Cum)        | following criteria:                  |
| i. Annual Leave: Used B/W         | p. Restored Leave: Current LY      |                                      |
| j. Annual Leave: Used YTD         | Balance Use/Lose (Same as 'o' but  | - Installation Code equals user      |
| k. Annual Leave: Advance Bal      | only include if the Restored       | designated Center Code               |
| (Annual Leave Projection +        | Leave: Expir Date <= the current   | - Facility Code equals user          |
| Annual Leave: Earned Balance)     | Leave-Year ending date)            | designated Facility Code if entered  |
| l. Annual Leave Use/Lose For Pay  | q. Comp Time: Current Balance      |                                      |
| Plan = 'ES' or 'EX' and Annual    | r. Comp Time: Relig Balance        | For All Employees Report             |
| Leave: SES Chg This Year = 'Y'    | s. Credit Hours: Balance           | - All Active employees (Duty Status  |
| = Greatest of:                    | t. Sick Leave: Used B/W            | NE 'Z')                              |
| k - Annual Leave: SES First Year  | u. Sick Leave: Used YTD            |                                      |
| - g or                            | v. Sick Leave: Balance             | For Use or Lose Only Report          |
| k - g (if ES and g > 720) or      | w. Sick Leave: Advance Balance     | - All employees with a value greater |
| k - 720 (if ES and g < 720) (if > | x. Military Leave: Used YTD Hours  | than 0 for 1 or p                    |
| 0)                                | y. Military Leave: Balance Days    |                                      |
| For other 'EX', zero              | FYTD                               | Totals of all hour fields at the     |
| For all others                    | z. LWOP/AWOL/SUSP: Used B/W        | Directorate, Division, Section, and  |
| = k - g (if > 0)                  | A. LWOP/AWOL/SUSP: Used            | Organization Levels.                 |
| m. RestoredLeave: Used B/W        | YTD                                |                                      |
| n. Restored Leave: Used YTD       | B. Donated AL: Bal Available       |                                      |





**REPORT 250 TALC ADJUSTMENTS AND THEIR RESOLUTION**

PAYROLL

PURPOSE: To provide a record of TALC adjustments.  
CONTENT: All TALC adjustments for the current pay period.  
SEQUENCE: SSN

REPORT NO: 250	SUBJECT TO PRIVACY ACT OF 1974										PAGE:
SEQUENCE:	NASA PERSONNEL AND PAYROLL SYSTEM										DATE:
	INSTALLATION NAME										TIME:
	TALC ADJUSTMENTS AND THEIR RESOLUTION										
	AS OF AA/AA/AA										
..... HOURS ENTERED .....											
ENTERED											OTHER LV
SSN	TALC ADJUSTMENT	REG	NITE	HAZ	CTU	AL	LWOP	AWOL	REST	C HRS	
CTL#	RESOLUTION	OT	SUN	CTE	HOLW	SL	SUSP	HOLV		C HRS	
BBB-BB-BBBB	CCCC DDDDDDDDDDDDDDDDD	FFF.FF	HHH.HH	JJJ.JJ	LLL.LL	NNN.NN	PPP.PP	RRR.RR	TTT.TT	U VVV.VV Y	
ZZZ.ZZ											
ADJUSTMENT FOR EEEEE											
GGG.GG	III.II	KKK.KK	MMM.MM	OOO.OO	QQQ.QQ	SSS.SS	W XXX.XX a				
bbb.bb											
BASE PAY ADJ cccccc.cc OT PAY ADJ eeeeeee.ee HOL WKED ADJ gggggg.gg HAZ PAY ADJ iiiiii.ii											
NITE PAY ADJ fffffff.ff SUN PAY ADJ hhhhhh.hh											
BBB-BB-BBBB	CCCC DDDDDDDDDDDDDDDDD	FFF.FF	HHH.HH	JJJ.JJ	LLL.LL	NNN.NN	PPP.PP	RRR.RR	TTT.TT	U VVV.VV Y	
ZZZ.ZZ											
ADJUSTMENT FOR EEEEE											
GGG.GG	III.II	KKK.KK	MMM.MM	OOO.OO	QQQ.QQ	SSS.SS	W XXX.XX a				
bbb.bb											
BASE PAY ADJ cccccc.cc OT PAY ADJ eeeeeee.ee HOL WKED ADJ gggggg.gg HAZ PAY ADJ iiiiii.ii											
NITE PAY ADJ fffffff.ff SUN PAY ADJ hhhhhh.hh											
..... NET HOURS AND DOLLARS FROM SUCCESSFUL TALC ADJUSTMENTS											
.....											
TOTAL NET BASE HOUR ADJUSTMENT: jjjjjj TOTAL NET BASIC PAY ADJUSTMENT:mm,mmm,mmm.mmm											
TOTAL NET PREMIUM HOUR ADJUSTMENT: kkkkkk TOTAL NET PREMIUM PAY ADJUSTMENT:nn,nnn,nnn.nn											
TOTAL NET NON-PAID HOUR ADJUSTMENT: llllll											
TOTAL SUCCESSFUL ADJUSTMENT RECORDS:ooooo											
TOTAL FAILED ADJUSTMENT RECORDS:ppppp											
SUBJECT TO PRIVACY ACT OF 1974											

A. PAY CNTL: CURRENT PP ENDING  
DATE  
B. SSN  
C. EMPL PRIOR PP SRC NMBR  
D. EMPL PRIOR PP APLD CODE = "G"  
If value "G" = "ADJUSTMENT  
COMPLETE"  
If value " " = "ADJUSTMENT NOT  
APPLIED" .. otherwise =  
"ADJUSTMENT FAILED"  
E. EMPL PRIOR PP DATE (YYYYPP)  
F. EMPL PRIOR PP REG HRS QTY  
G. EMPL PRIOR PP OT HRS QTY  
H. EMPL PRIOR PP NITE HRS QTY  
I. EMPL PRIOR PP SUN HRS QTY  
J. EMPL PRIOR PP HAZ HRS QTY

K. EMPL PRIOR PP CT ERND HRS  
QTY  
L. EMPL PRIOR PP CT USED HRS QTY  
M. EMPL PRIOR PP HOL WKD HRS  
QTY  
N. EMPL PRIOR PP AL HRS QTY  
O. EMPL PRIOR PP SL HRS QTY  
P. EMPL PRIOR PP LWOP HRS QTY  
Q. EMPL PRIOR PP SUS HRS QTY  
R. EMPL PRIOR PP AWOL HRS QTY  
S. EMPL PRIOR PP HOL LV HRS QTY  
T. EMPL PRIOR PP RSTR LV HRS QTY  
U. EMPL PRIORPP OTHLV CODE1  
V. EMPL PRIOR PP OTHLV HRS1 QTY  
W. EMPL PRIOR PP OTHLV CODE2  
X. EMPL PRIOR PP OTHLV HRS2 QTY  
Y. EMPL PRIOR PP OTHLV CODE3

Z. EMPL PRIOR PP OTHLV HRS3 QTY  
a. EMPL PRIOR PP OTHLV CODE4  
b. EMPL PRIOR PP OTHLV HRS4 QTY  
c. EMPL PRIOR PP BASE PAY AMT  
e. EMPL PRIOR PP OT PAY AMT  
f. EMPL PRIOR PP NITE PAY AMT  
g. EMPL PRIOR PP HOL WKD PAY  
AMT  
h. EMPL PRIOR PP SUN PAY AMT  
i. EMPL PRIOR PP HAZ PAY AMT  
j. Total of F, L, N, O, S, T, and hours  
associated with OTHLV CODE values  
A, C, D, E, G, H, I, J, M, R, and T, (i.e.,  
regular and paid leave)  
k. Total of G, H, I, J, and M hours from  
successful adjustments

- l. Total of P, Q, and R hours from successful adjustments
- m. Total of c from successful adjustments
- n. Total of e, f, g, h, and i from successful adjustments

- o. Total successful adjustments (EMPL PRIOR PP APLD CODE = "G")
- p. Total failed adjustments (EMPL PRIOR PP APLD CODE not = "G")

SELECTION CRITERIA:  
Includes all NPS2-PAY-TA-DATA records in which the EMPL PRIOR PP FLAG is not equal to a space.

**REPORT 5020****SECURITY VIOLATIONS REPORT**

PAYROLL

PURPOSE: To provide a listing of all failed attempts to log on to NPPS.  
CONTENT: All unsuccessful attempts to log on to NPPS each day. Date may be selected.  
SEQUENCE: By IMFH Date, IMFH Time

REPORT NO: 5020	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCE BY: DATE, TIME	INSTALLATION NAME	DATE:
		TIME:
SECURITY VIOLATIONS REPORT		
AS OF MM/DD/YY		
DATE	TIME	USERID
AA/AA/AA	BB:BB:BB	CCCCCCCC
05/11/94	13:02:24	JOEUSER

- A. IMFH Date
- B. IMFH Time
- C. IMFH Transaction (Userid used on 3rd unsuccessful attempt)

- SELECTION CRITERIA:
- Installation code equals user designated center code
  - IMFH Template ID equals 'MAIN'
  - IMFH Date equals current date or date specified by user

**REPORT 456 NEBA BIWEEKLY SUMMARY**

PAYROLL

**PURPOSE:** To provide a report summarizing NEBA activity for the selected pay period.  
A data tape will be created for the Home Life Financial Assurance Co.

**CONTENT:** All employees enrolled in the NEBA program.

**SEQUENCE:** Center, Employee Name SSN

REPORT NO: 456		SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM										
PAGE:		INSTALLATION NAME										
SEQUENCE BY SSN		NEBA BIWEEKLY SUMMARY										
DATE:		PAY PERIOD ENDING MM/DD/YY										
TIME:												
NAME	SSN	AGE	BASIC	SPO	OPT	BASIC	SPOUSE	OPTNL	----	TRAVEL----	TOTAL	LWOP
CHPT SMKR			COVER	COVER	DED	DED	DED	DED	COV	SPO	DED	SINCE
DEP IND					* 1000				* 1000			
HAMPTON, DAVID K. JR	111-11-1111	25	1000000	25	100	100.00	100.00	100.00	100	10	400.00	11/26/90
12/12/90 Y												
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA BBB-BB-BBBB CC DDDDDDD EE FFF GGG.GG HHH.HH III.II VVV WW XXX.XX JJJJ.JJ KK/KK/KK LL/LL/LL M												
TOTAL EMPLOYEES N TOTAL NEBA BASIC COVERAGE O TOTAL NEBA SPOUSE COVERAGE P TOTAL NEBA OPTIONAL COVERAGE Q TOTAL NEBA BASIC DEDUCTION R TOTAL NEBA SPOUSE DEDUCTION S TOTAL NEBA OPTIONAL DEDUCTION T TOTAL NEBA TRAVEL DEDUCTION Y TOTAL NEBA DEDUCTED U												
SUBJECT TO PRIVACY ACT OF 1974_												

- |                                |                                    |                                    |
|--------------------------------|------------------------------------|------------------------------------|
| A. Employee Name               | If Duty Status = L, show effective | N. Count of employees enrolled     |
| B. SSN                         | date of most recent NOAC 460;      | O. Sum of D                        |
| C. NEBA: Age                   | else leave blank.                  | P. Sum of E                        |
| D. NEBA: Basic Coverage Hist   | If Duty Status = M, show           | Q. Sum of F                        |
| E. NEBA spouse coverage (face) | effective                          | R. Sum of G                        |
| amount extracted from the      | date of most recent NOAC 473;      | S. Sum of H                        |
| NEBA-TABLE                     | else leave blank                   | T. Sum of I                        |
| 10000,15000,20000,             | L. Chapter departure indicator     | U. Sum of J                        |
| 25000                          | If NOAC 3*** in current pay        | V. If NEBA Travel: Cvrge Code Hist |
| F. NEBA: Optional Units Hist * | period,                            | = 1                                |
| 25000                          | then print termination date from   | = 25000                            |
| G. NEBA: Basic B/W Hist        | PAY-HISTORY                        | If NEBA Travel: Cvrge Code Hist    |
| H. NEBA: Spouse B/W Hist       | If NOAC 721T in current pay        | = 2                                |
| I. NEBA: Optional B/W Hist     | period,                            | = 50000                            |
| J. NEBA: Total B/W Hist        | then print "CHPT CHG"; else        | If NEBA Travel: Cvrge Code Hist    |
| K. Date employee entered LWOP  | blank                              | = 3                                |
| status                         | M. NEBA: Smoker Indicator Hist     | = 100000                           |

W. If NEBA Travel: Spouse Cvr  
Ind  
Hist = 2  
= 10000  
X. NEBA Travel: Cur Ded Hist  
Y. Sum of X

SELECTION CRITERIA:

- Installation equals user designated center code
- Pay Period Ending Date Hist equals user input date

- NEBA: Basic Code Hist = "Y" for the requested pay period or NEBA Travel: Plan Code Hist not = blank  
Hist = "Y" for the requested pay period

**REPORT 419****W-2 CHECKLIST****PAYROLL****PURPOSE:**

To be used to insure the correctness of the Payroll Data for W2 Form.

**CONTENT:**

Detailed employee earnings and taxes information.

**SEQUENCE:**

Employee Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN

REPORT NO: 419		SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM						
PAGE:		INSTALLATION NAME						
SEQUENCED BY:								
DATE:								
TAX YEAR: AAAA								
BLOCK: BB								
		W2 CHECKLIST AS OF MM/DD/YY						
SSN	NAME	ADJ GROSS	STATE TXBL	ST	CITY TXBL	CITY	FICA WAGES	HIT WAGES
TSP DED		FEDRL TAX	STATE TAX		CITY TAX		FICA TAX	HIT TAX
EIC								
123-45-6789	LAVENDER, CHARLES E., JR.	100,000.00	100,000.00	CA	100,000.00	003	100,000.00	100,000.00
10,000.00		10,000.00	10,000.00		10,000.00		10,000.00	10,000.00
10,000.00			100,000.00	MD	100,000.00	001		
			10,000.00		10,000.00			
CCC-CC-CCCC	DDDDDDDDDDDDDDDDDDDDDDDDDD	EEE,EEE.EE	FFF,FFF.FF	GG	HHH,HHH.HH	III	JJJ,JJJ.JJ	KKK,KK.KK
LL,LLL.LL		MM,MMM.MM	NN,NNN.NN		OO,OOO.OO		PP,PPP.PP	QQ,QQQ.QQ
RR,RRR.RR			SSS,SSS.SS	TT	UUU,UUU.UU	VVV		
			WW,WWW.WW		XX,XXX.XX			
PAYBLOCK BB TOTALS:								
ADJ GROSS	YY,YYY,YYY.YY							
FEDERAL TAX	ZZ,ZZZ,ZZZ.ZZ							
STATE TXBL aa	bb,bbb,bbb.bb							
STATE TAX aa	cc,ccc,ccc.cc							
CITY TXBL ddd	ee,eee,eee.ee							
CITY TAX ddd	ff,fff,fff.ff							
FICA WAGES	gg,ggg,ggg.gg							
FICA TAX	hh,hhh,hhh.hh							
HIT WAGES	ii,iii,iii.ii							
HIT TAX	jj,jjj,jjj.jj							
TSP DEDUCT	kk,kkk,kkk.kk							
EIC	ll,lll,lll.ll							
CENTER TOTALS:								
ADJ GROSS	mm,mmm,mmm.mm							
FEDERAL TAX	nn,nnn,nnn.nn							
STATE TXBL oo	pp,ppp,ppp.pp							
STATE TAX oo	qq,qqq,qqq.qq							
CITY TXBL rrr	ss,sss,sss.ss							
CITY TAX rrr	tt,ttt,ttt.tt							
FICA WAGES	uu,uuu,uuu.uu							
FICA TAX	vv,vvv,vvv.vv							
HIT WAGES	ww,www,www.wv							
HIT TAX	xx,xxx,xxx.xx							
TSP DEDUCT	yy,yyy,yyy.yy							
EIC	zz,zzz,zzz.zz							

SUBJECT TO PRIVACY ACT OF 1974

- A. Tax year  
 B. Pay Block: Processing  
 C. SSN  
 D. Employee Name (Last, First, MI, Gen)  
 E. Adjusted Gross Earnings =  
   Gross Earnings: YTD  
   Award Gross Amount  
   (if Award ICB Category Code = 'R')  
   PCS: Earnings Subj Fed Tax YTD  
   PCS: Earnings Not Subj Tax YTD  
   TSP: YTD  
 F. State Txbl =  
   State Tax: Erngs YTD  
   PCS: Earnings Subj St Tax YTD  
   PCS: Earnings Not Subj St Tax YTD  
 G. State Code  
 H. City Txbl =  
   Local Tax Entity: YTD Earn  
   PCS: Earnings Subj Ci Tax YTD  
   PCS: Earnings Not Subj City Tax  
 YTD  
 I. City Code  
 J. FICA Earnings: YTD  
 K. HIT Earnings: YTD  
 L. TSP: Deduction YTD

- M. Federal Tax = Federal Tax: YTD +  
 PCS: Federal Tax Withheld YTD  
 N. State Tax = State Tax: YTD + PCS:  
   State Tax Withheld YTD  
 O. City Tax = City Tax: YTD + PCS:  
   City Tax Withheld YTD  
 P. FICA Tax: Deduction YTD  
 Q. HIT Tax: Deduction YTD.  
 R. EIC YTD  
 S. Former State Txbl =  
   State Tax: Former Earnings YTD  
   PCS: Fmr Earn Subj St Tax YTD  
   State Tax: Former Code YTD  
   Former City Txbl =  
   City Tax: Former Earnings YTD  
   PCS: Fmr Ern Subj City Tax YTD  
   PCS: Fmr Ern Not Subj Ci Tax YTD  
   City Tax: Former Code YTD  
 V. City Tax: Former Code YTD  
 W. Former State Tax =  
   State Tax: Former W/H YTD  
   PCS: Fmr W/H Subj St Tax YTD  
 X. Former City Tax =  
   City Tax: Former W/H YTD  
   PCS: Fmr W/H Subj City Tax YTD

**PAYBLOCK TOTALS:**

- Y. Total of E  
 Z. Total of M  
 a. State Code  
 b. Total of (F + S) for each State Code  
 c. Total of (N + W) for each State Code  
 d. City Code  
 e. Total of (H + U) for each City Code  
 f. Total of (O + X) for each City Code  
 g. Total of J  
 h. Total of P  
 i. Total of K  
 j. Total of Q  
 k. Total of L  
 l. Total of R  
 CENTER TOTALS:  
 m. Total of Y  
 n. Total of Z  
 o. State Code  
 p. Total of b  
 q. Total of c  
 r. City Code  
 s. Total of e

t. Total of f  
u. Total of g  
v. Total of h  
w. Total of i  
x. Total of j  
y. Total of k

z. Total of l

SELECTION CRITERIA:  
Includes all employees with the following  
criteria:

- Installation Code equals user designated  
Installation code:  
- Gross Earnings: YTD > 0

**REPORT 419****W-2 CHECKLIST - NON-PERSONNEL ACTION CASH AWARDS****PAYROLL**

PURPOSE: To be used to insure the correctness of the Payroll Data for W2 Form.

CONTENT: Detailed employee earnings and taxes information.

SEQUENCE: Award Recipient SSN or Award Recipient Name

SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM									
REPORT NO: 419		INSTALLATION NAME							
PAGE:									
SEQUENCED BY:									
DATE:									
TAX YEAR: AAA									
BLOCK: BB									
W2 CHECKLIST NON-PERSONNEL ACTION CASH AWARDS AS OF MM/DD/YY									
SSN	NAME	ADJ GROSS	STATE TXBL	ST	CITY TXBL	CITY	FICA WAGES	HIT WAGES	
TSP DED		FEDRL TAX	STATE TAX		CITY TAX		FICA TAX	HIT TAX	
EIC									
123-45-6789	LAVENDER, CHARLES E., JR.	100,000.00	100,000.00	CA	100,000.00	003	100,000.00	100,000.00	
10,000.00		10,000.00	10,000.00		10,000.00		10,000.00	10,000.00	
10,000.00			100,000.00	MD	100,000.00	001			
			10,000.00		10,000.00				
CCC-CC-CCCC	DDDDDDDDDDDDDDDDDDDDDDDDDDDD	EEE,EEE.EE	FFF,FFF.FF	GG	HHH,HHH.HH	III	JJJ,JJJ.JJ	KKK,KKK.KK	
LL,LLL.LL		MM,MMM.MM	NN,NNN.NN		OO,OOO.OO		PP,PPP.PP	QQ,QQQ.QQ	
RR,RRR.RR			SSS,SSS.SS	TT	UUU,UUU.UU	VVV			
			WW,WWW.WW		XX,XXX.XX				
CENTER TOTALS:									
ADJ GROSS	mm,mmm.mmm								
FEDERAL TAX	nn,nnn.nnn								
STATE TXBL	oo,ppp.ppp								
STATE TAX	oo,qqq.qqq								
CITY TXBL	rrr,sss.sss								
CITY TAX	rrr,ttt.ttt								
FICA WAGES	uu,uuu.uuu								
FICA TAX	vv,vvv.vvv								
HIT WAGES	ww,www.www								
HIT TAX	xx,xxx.xxx								
TSP DEDUCT									
EIC									
GRAND TOTALS:									
ADJ GROSS	1								
FEDERAL TAX	2								
STATE TXBL	33 4								
STATE TAX	5								
CITY TXBL	666 7								
CITY TAX	8								
FICA WAGES	9								
FICA TAX	10								
HIT WAGES	11								
HIT TAX	12								
TSP DEDUCT	13								
EIC	14								

SUBJECT TO PRIVACY ACT OF 1974

A. Tax year  
C. Award Recipient SSN  
D. Award Recipient Name (Last, First, MI, Gen)  
E. Award Gross Amount  
F. Award Gross Amount for each state if Award State Tax Code not = blank  
G. Award State Tax Code

H. Award Gross Amount for each state if Award City Tax Code not = blank  
I. Award City Tax Code  
J. Award OASDI Earnings Amount  
K. Award HIT Earnings Amount  
M. Award Federal Tax Deduction Amount  
N. Award State Tax Deduction Amount  
O. Award City Tax Deduction Amount  
P. Award OASDI Deduction Amount  
Q. Award HIT Deduction Amount

CENTER TOTALS:  
m. Total of E  
n. Total of M  
o. State Code  
p. Total of F by State  
q. Total of N by State  
r. City Code  
s. Total of H by City  
t. Total of O by City

- u. Total of J
  - v. Total of P
  - w. Total of K
  - x. Total of Q
- GRAND TOTALS
- 1. Total of m
  - 2. Total of n
  - 3. State Code
  - 4. Total of p by State

- 5. Total of q by State
- 6. City Code
- 7. Total of s by City
- 8. Total of t by City
- 9. Total of u
- 10. Total of v
- 11. Total of w
- 12. Total of x
- 13. Total of y
- 14. Total of z

SELECTION CRITERIA:  
Includes all NonPersonnel Action Cash  
Awards with the following criteria:  
- Installation Code equals user designated  
Installation code:  
- Award Payroll Update Indicator = blank  
or Award ICB Category Code = 'R'

REPORT 428	POSTING LIST FOR ACI AND LOCALITY PAY ACTIONS	PAYROLL
PURPOSE:	List all employees who received an ACI or Locality Pay for the requested effective date to be used in the posting of the retirement cards.	
CONTENT:	All active employees who received an ACI or Locality Pay adjustment for the requested effective date.	
SEQUENCE:	Pay Block, Retirement Plan, Name, NOAC or Pay Block, Retirement Plan, SSN, NOAC or Retirement Plan, Name, NOAC or Retirement Plan, SSN, NOAC	



REPORT NO: 428  
PAGE:  
SEQUENCED BY:  
DATE:  
TIME:

SUBJECT TO PRIVACY ACT OF 1974  
NASA PERSONNEL AND PAYROLL SYSTEM

INSTALLATION NAME

POSTING LIST FOR ACI AND LOCALITY PAY ACTIONS

EFFECTIVE YY/MM/DD  
AS OF MM/DD/YY

PAY BLK	RET PLAN	SSN	NAME	GRADE	STEP	NOAC	OLD SALARY	NEW SALARY
---	---	---	---	---	---	---	---	---
-								
AA	B	CCC-CC-CCCC	DDDDDDDDDDDDDDDDDDDDDDDDDDDD	EE	FF	GGGGG	HHH,HHH.HH	
III,III.II								
AA	B	CCC-CC-CCCC	DDDDDDDDDDDDDDDDDDDDDDDDDDDD	EE	FF	GGGGG	HHH,HHH.HH	
III,III.II								
AA	B	CCC-CC-CCCC	DDDDDDDDDDDDDDDDDDDDDDDDDDDD	EE	FF	GGGGG	HHH,HHH.HH	
III,III.II								

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block
- B. Retirement Plan New
- C. SSN
- D. Employee Name
- E. Grade: Current New
- F. Step New
- G. Nature Of Action: Code 1 Hist

- H. Old Empl Adj Basic Pay Amt +  
Old Empl AUO Anl Amt +  
Availability Pay: Annual Amt Old
- I. New Empl Adj Basic Pay Amt +  
New EmplAUO Anl Amt +  
Availability Pay: Annual Amt New

- Selection Criteria:
- Installation code equals user designated center code
  - Nature of Action: Code 1 Hist equals 894 or 895
  - Effective Date equals user input date